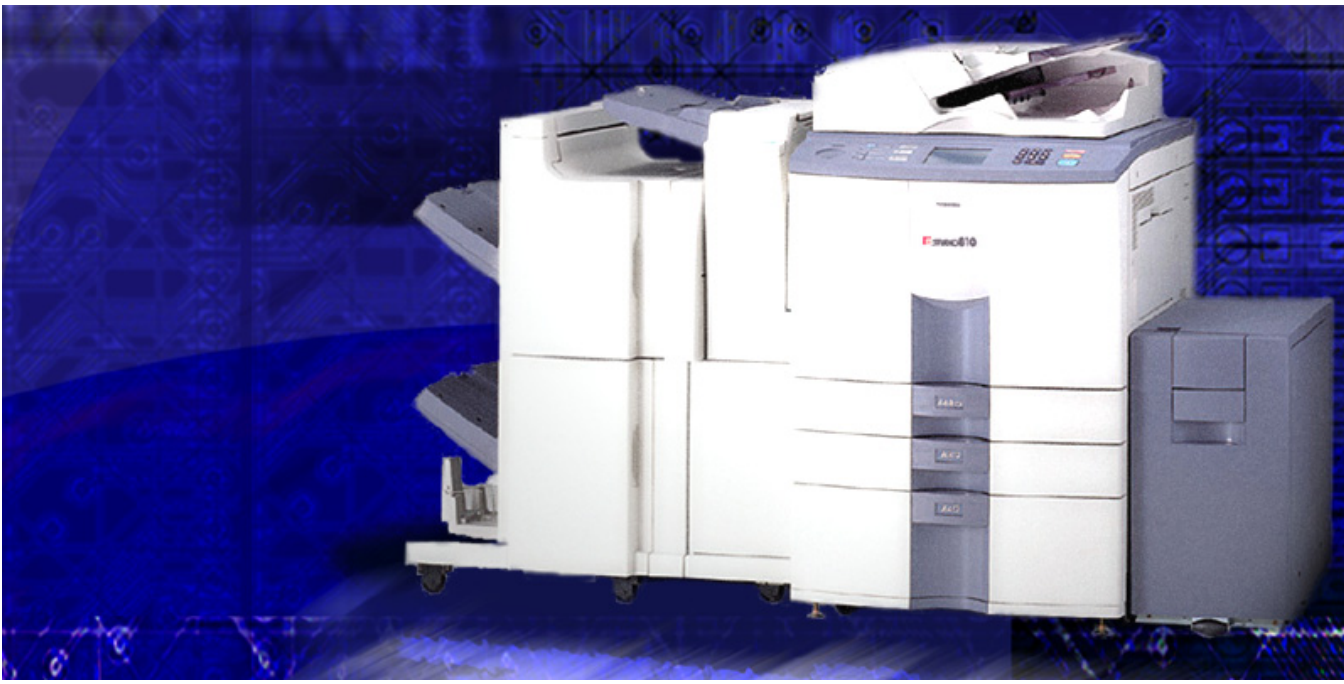
TOSHIBA

GL-1020 Operator's Guide (Basic)



Version 1.0.7

Your guide to using the TOSHIBA e-STUDIO550-810 Electronic Document Processing System

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PREFACE

This GL-1020 Operator's Guide (Basic) provides detailed instructions for installing the GL-1020 printer drivers and using them to print to TOSHIBA's e-STUDIO550-810 Electronic Document Processing System. It also describes how to use the job monitoring utility, GL-DocMon, and the web-based application, TopAccess to monitor and manage print jobs.

This preface defines the scope and audience of this guide and introduces the printing functions you can perform with the e-STUDIO550-810 Electronic Document Processing System.

e-STUDIO550-810 Electronic Document Processing System

Congratulations on purchasing the e-STUDIO550-810 Electronic Document Processing System. This high-speed feature-rich system incorporates the TOSHIBA e-STUDIO550/650/810 multifunctional digital copier with the GL-1020 controller to provide a one-source solution for all your document copying and network printing needs.

For example, you can:

- Print confidential documents that are held in the print queue until you enter a personal Document Identification Number to release the job at the copier.
- Proof print copies so that you can preview and approve a job before printing multiple copies.
- Schedule printing jobs to take advantage of lower network traffic or non-peak copier usage.
- Perform complex document layout and assembly options, such as booklet printing, sheet insertion, page interleaving, stapling and hole punching.
- Enhance document appearance with image overlays, watermarks, and advanced graphics quality settings.

Contents of the e-STUDIO GL-1020 Client CD-ROM

- PCL6 and PSL3 printer drivers
- Macintosh PPD file, `TOSHIBA GL-1020.sit`
- AGFA font manager and font collection
- GL-DocMon
- *GL-1020 Operator's Guide (Basic)*
- *GL-1020 Scan Operator's Guide*
- *GL-1020 TopAccessComposer Operator's Guide*
- README.TXT file

INTENDED AUDIENCE

Who Should Read This Guide?

This guide is intended for users interested in exploiting the features of the e-STUDIO550-810 Electronic Document Processing System. Network Administrators, or those responsible for managing network print functions, may also find sections of this guide useful, especially those on using GL-DocMon or TopAccess to monitor print queues.

This guide is not intended for digital copier service technicians or operators. For information on using and maintaining the TOSHIBA e-STUDIO550/650/810 digital copier, refer to the TOSHIBA *Operator's Manual for Copying Functions* or contact your Toshiba authorized dealer for support.

Scope

This guide assumes that you are familiar with the software applications you use to create documents for printing. Document setup or application-specific printing functions are not covered in this manual.

Styles and Conventions

This guide employes several typographic styles to visually convey information. The following table lists the styles and illustrates their use.

Styles and Conventions Used In This Guide

STYLE	USAGE DESCRIPTION	EXAMPLE
SANS SERIF FONT, ALL CAPS	All keys, fields, and function tabs on the copier's LCD touch screen.	Press ADMIN.
Bold, sans serif font, initial caps	Names of buttons, controls, tab, and menu options (items).	Double-click **Properties** and click **Services**. From the Start menu, choose **Programs** > TOSHIBA **GL-Client Software** > **GL-DocMon**.
`Courier`	Screen messages and text you type in a field or at the command line.	Type the following command: `setup.exe`
<Brackets enclosing variable text>	Variable text that is to be replaced with specific text applicable to your network.	Enter GL<device name>, where device name is the Microsoft Computer Name assigned to the GL-1020 controller.
Italic, blue, underlined	Cross-reference to additional information.	See, *Scanning* on page 25 for the steps required to scan images.
Light blue and underline	Indicates text that is linked on a web page. This text is not linked in the documentation.	Click the **Install Software** link at the bottom of the page.

Manual Organization

Chapter 1, *Overview* page 21 summarizes the functionality afforded by the feature-rich, intuitively configured GL-1020 printer drivers and job monitoring utilities, GL-DocMon and TopAccess.

Chapter 2, *Installing Client Software* page 32 provides detailed procedures for adding printers, configuring printer ports, and downloading drivers from the controller or a network location. Additionally, this chapter explains how to install the Macintosh PPD file to enable both AppleTalk and LPR printing from a Macintosh client workstation.

Chapter 3, *Printing* page 88 describes how to set up different types of print jobs and perform more advanced document production and assembly options from Windows®, Macintosh, and Unix workstations.

Chapter 4, *Monitoring Jobs* page 168 explains how to access and use this Windows® application to monitor job status on the GL-1020 controller.

Chapter 5, *TopAccess (End User Mode) page 196* explains how to access and use this web-based device and job management utility.

Chapter 6, *Basic Troubleshooting* page 212 provides information on some of the common operational errors that can occur when printing to the GL-1020 controller.

Terms and Concepts

The following table defines the key terms and concepts used in this guide. These terms may be used differently by other companies or in other product guides. In addition to the terminology defined here, refer to the Glossary at the end of this manual, which defines more acronyms and industry terminology.

Key Terms and Concepts Defined

TERM	DEFINITION
Electronic Document Processing System	This system consists of the TOSHIBA e-STUDIO550/650/810 digital copier connected to the GL-1020 controller. It provides the convenience of walk-up copying, network printing, and scanning using the same device.
GL-1020 controller	This component of the TOSHIBA e-STUDIO550-810 Electronic Document Processing System provides network connectivity between the client workstations and the digital copier connected to it. Also referred to as the “controller,”, “printer” or “device.”
Department folder	A TopAccessComposer system folder to which all users have read access and the system administrator has write access.
Local operations	Those operations that affect the controller’s or digital copier’s functionality and are performed on the physical device, usually from the copier’s LCD touch screen. An example of local operation is releasing a Private Print job by entering its document identification number at the copier’s control panel.
NDPS	Novell Distributed Print Services. NDPS simplifies the process of setting up, administering, and troubleshooting Novell printing by migrating away from queue-based printing toward a more “plug in and print” paradigm.
NDPS Gateway	In order for non NDPS-aware printers, such as the GL-1020, to operate within the NDPS model, a proprietary “gateway” must be installed and configured on the network. The TOSHIBA NDPS Gateway is distributed on the e-STUDIO GL-1020 Admin’s Client CD-ROM.
Network printing	Printing from a Windows®, Macintosh, or Unix client workstation to the GL-1020 controller, with the output produced on the connected TOSHIBA e-STUDIO550/650/810 digital copier.

Key Terms and Concepts Defined

TERM	DEFINITION
Printer driver	Software installed on a client workstation, enabling application programs to interact with the printer without having to concern themselves with specific printer requirements. The GL-1020 printer drivers provide extended document print, layout and assembly functions that few applications supply.
Print profile	A set of user-defined properties that are saved locally so that complex documents can be configured quickly and easily. Print profiles can be thought of as printing templates.
Private folder	A folder that belongs to a registered user. Only that user and the system administrator can access the folder.
Private Print	A job type that allows you to hold a confidential document in the print queue until you are ready to collect it from the copier. You assign the document an identification number which you enter from the copier's control panel to print the document.
Proof Print	A job type that allows you to print the first copy of a multi-copy job for approval before releasing and printing the remaining copies.
Public folder	A TopAccessComposer system folder to which all users have read and write access.
Remote operations	Those operations that affect the controller's or digital copier's functionality, but are performed from a client or administrator workstation across the network. An example of a remote operation is printing a document from your workstation that is output on the digital copier.
Scheduled Print	A job type that allows you to schedule your print job for a future date and time.
SNMP	Simple Network Management Protocol. The protocol used for communication between the controller and devices connected to the network. For a more technical definition of this term, please refer to the *Glossary of Terms* on page 218.

TERM	DEFINITION
TopAccessComposer	A document editor and organizer that enables you to store, edit and manage post print and scanned documents using a web interface.
Walk-up functions	Those operations performed from the control panel of the digital copier. They include standard copying functions, monitoring network print jobs and management functions.

SUPPLEMENTAL REFERENCES

In addition to the information in this guide, the following reference materials are available to assist you in using and optimizing your GL-1020 controller:

TOSHIBA Operator's Manual for Copying Functions

This manual describes the digital copier functions: how to make copies, maintain the copier and troubleshoot mechanical and copying problems.

GL-1020 Quick Start Guide

The purpose of this guide is to introduce the GL-1020 controller, summarize installation and operational procedures, and describe system requirements and specifications. A printed copy of this manual ships with the GL-1020 controller.

GL-1020 Administrator's Guide

You can find the .pdf version of this guide on the e-STUDIO GL-1020 Admin's Client CD-ROM. It is intended for the network administrator and contains detailed information for installing, configuring, and troubleshooting your GL-1020.

GL-1020 TopAccessComposer Operator's Guide

You can find the .pdf version of this guide on the e-STUDIO GL-1020 Admin's Client CD-ROM and on the e-STUDIO GL-1020 Client CD-ROM. It contains information on storing, managing, editing and printing documents using the web-based tool, TopAccessComposer.

GL-1020 Scan Operator's Guide

You will find a .PDF version of this guide in the e-STUDIO GL-1020 Client CD-ROM. It provides information on enabling network scanning functionality via the GL-1020 controller and includes procedures for configuring scan functionality using the web-based utility, TopAccess. The guide also provides instructions for local scanning and remote management of scan jobs.

Application-SpecificOnline Help

All of the e-STUDIO550-810 Electronic Document Processing System software and drivers come with application-specific online help. Click **Help** or choose the **Contents and Index** options

from the *Help* menu. For web-based help in TopAccess, click the help link.

OVERVIEW

The TOSHIBA e-STUDIO550-810 Electronic Document Processing System was designed for users who want network printing capability that provides maximum flexibility but requires minimum setting up and monitoring.

This chapter summarizes the functionality afforded by the GL-1020 printer drivers and the job monitoring utilities, GL-DocMon and TopAccess. It also explains how to use online help and lists the minimum system requirements for client workstations.

Extensive Client Platform Support

The GL-1020 controller supports printing from IBM-compatible PC, Macintosh, and Unix workstations. Not all features are supported on all platforms, however.

Various Port Options

You can map the GL-1020 controller to print to a Network, IPP, or LPR port.

Multiple Job Types

Job Types refer to the way the TOSHIBA e-STUDIO550/650/810 digital copier handles a print job.

- Normal mode requires no special handling and is the most frequently used printing mode.
- Scheduled Print lets you specify the time and date at which to print a job.
- Private Print mode allows you to hold a job in the print queue until you enter a Document Identification Number (DIN), at the copier front panel to print the job.
- Proof Print mode prints the first copy of a multi-copy job then awaits your approval before printing the remaining copies.
- Overlay Image File prints a document element, such as text or graphics, to a file for superimposing on other documents.

Professional Finishing Options

Depending on the type of finishing units you have installed on the TOSHIBA e-STUDIO550/650/810 digital copier, you can choose to sort, group, fold and staple your documents (including saddle-stitching) and punch binding holes along the top or side edge.

Sophisticated Document Layout and Assembly Options

With the GL-1020 controller, you can choose whether to print your document as you have set it up in the application, or to impose printer-driven document layout options such as printing in Book Format or printing Multiple Pages per Sheet.

Additionally, the printer drivers provide the ability to print selected pages on different media. This includes printing front

and back covers, inserting sheets at predefined positions within the document, or interleaving pages so that every other page is inserted blank or printed on a different type of media.

Watermark and Image Overlay Support

Watermarks are a great way to subtly convey useful information about your printed documents. Common watermarks are "Confidential," "Draft," and "Original." Several watermarks have been pre-defined for use with your documents, or you can create and save your own custom watermarks.

Watermarks consist of text. Image Overlays can be any combination of text, graphics or other document elements. Printing watermarks consumes fewer resources than using Image Overlays, so you should use watermarks wherever possible, particularly when printing speed is an issue.

SOFTWARE COMPONENTS

Printer Drivers

Printer drivers are software components that enable application programs to interact with the printer. The GL-1020 comes with two printer drivers, GL-PCL6, and GL- PSL3 (PostScript), which offer document print, layout and assembly functions that are not available with many applications.

GL-DocMon

This utility allows you to monitor all jobs and control your own current jobs. With the notification feature enabled, GL-DocMon informs you of copier or printing events, such as paper-out or cassette open, before you walk to the copier to find your job incomplete or unsuccessful.

TopAccess

TopAccess, an embedded web-based device and job management tool, allows you to monitor and manage your print jobs over the Internet using either Netscape Navigator or Internet Explorer.

TopAccessComposer

TopAccessComposer allows you to store, edit and manage post-print (prior to hard-copy release) and scan documents. It provides two predefined system folders called Department and Public, and enables you to create a user account and private folders.

SYSTEM REQUIREMENTS

Before installing the software, make sure your network and client workstations meet the following minimum requirements:

Operating System and Networking Requirements

- Windows® 98
  - Novell Client v3.1 and Client Service Pack 1 are required to run IPX-based SNMP access and Novell printing.
  - The Microsoft Client for NetWare may be used instead of the Novell Client except for NDPS printers.
- Windows® Me
  - Novell Client v3.3 is required to run IPX-based SNMP access and Novell printing.
  - The Microsoft Client for NetWare may be used instead of the Novell Client except for NDPS printers.
- Windows NT® 4.0
  - Microsoft Service Pack 5 or higher
  - Novell Client v4.6 or higher with Z.E.N works Starter Pack and Service Pack 1 are required to run IPX-based SNMP access and Novell printing.
  - The Microsoft Client for NetWare may be used instead of the Novell Client except for NDPS printers.
- Windows® 2000
  - Microsoft Windows® 2000 Service Pack 1 or higher
  - Novell Client v4.7 or higher with Z.E.N works Starter Pack is required to run IPX-based SNMP access and Novell printing.
  - The Microsoft Client for NetWare may be used instead of the Novell Client except for NDPS printers.
- Windows® XP
  - Novell Client v4.82 or higher is required to run IPX-based SNMP access and Novell printing.
  - The Microsoft Client for NetWare may be used instead of the Novell Client except for NDPS printers.

- Macintosh
  - Operating System version 8.0, 8.5, 8.6, 9.0 or Mac OS X
  - LaserWriter 8 printer driver
- Unix
  - SPARC platform running Solaris v 2.5x, 2.6 or 7.0.
  - PA-RISC platform running HP-UX
  - RS6000 platform running IBM AIX 4.3.x
  - Linux platforms

Email Requirement

Email software must be installed to use the Send to Email functionality.

Supported Browsers

You can use the TopAccess web-based utility from a Windows®, Macintosh or Unix operating system environment. The following browsers are supported:

- Internet Explorer 5.0 or higher for the Windows® operating system
- Internet Explorer 5.0+ or Netscape Navigator 4.78 or higher for Macintosh
- Internet Explorer 5.0+ or Netscape Navigator 4.76 or higher for Unix
- TCP/IP Enabled.

USING ONLINE HELP

Online help is a fast and simple way to find the answers to questions you may have about using an application. This section explains how to access and search the online help for the e-STUDIO550-810 Electronic Document Processing System from a workstation running the Windows® operating system.

Printer Driver Online Help

To access the printer driver Help, click the **Help** button from any property page, and then click the **Contents** link at the top of the page. This opens the complete online help system.

GL-DocMon Online Help

To access the help system for GL-DocMon, choose **Contents and Index** from the Help menu or click the **Help** button at the bottom of the page.

TopAccess Help

TopAccess includes extensive web-based help to assist you in performing both end-user and administrative functions. The help system organizes information into task-oriented, procedural topics so that you can easily perform your monitoring and management jobs.

To access the web help topics and index from TopAccess, click the Help link at the bottom of the page.

How to Find a Help Topic

In Help, click one of the following tabs:

- To browse through topics by category, click the **Contents** tab.

  Topics are organized into books. Double-click the book or click the plus sign to the left of the book to expand the list of related help topics.

  Within a topic, click Related Topics links jump to step-by-step procedures.

  To collapse the topic, simply click the link once more. Also, within most topics, you can see related topics by clicking the Related Topics button.

- To see a list of index entries, click the **Index** tab, and either type a word or scroll through the list.
- To search for words or phrases that may be contained in a Help topic, click the **Search** tab.

In the left frame of the Help window, click the topic, index entry, or phrase to display the corresponding topic in the right frame.

FREQUENTLY ASKED QUESTIONS

This section provides answers to questions about performing various tasks.

How Do I Run GL-DocMon?

Once you have installed the client application, GL-DocMon, it starts automatically when you launch the Windows® operating system. You will see the icon in the taskbar at the bottom-right corner of your screen.

If you have previously exited the application, you must restart it from the Start menu: select **Programs** > **Toshiba GL-Client Software** > **GL-DocMon.**

How Do I Enable/DisableGL-DocMon?

Right-click the GL-DocMon taskbar icon. Choose **Enable** or **Disable** from the shortcut menu, as applicable.

How Do I Monitor Print Jobs?

Right-click the GL-DocMon taskbar icon. You will see a list of all the GL-1020 printer drivers you have installed. Select the one to which you submitted the job and select GL-DocMon. The tabbed dialog box that opens displays both device and job status information.

How Do I Reboot the GL-1020?

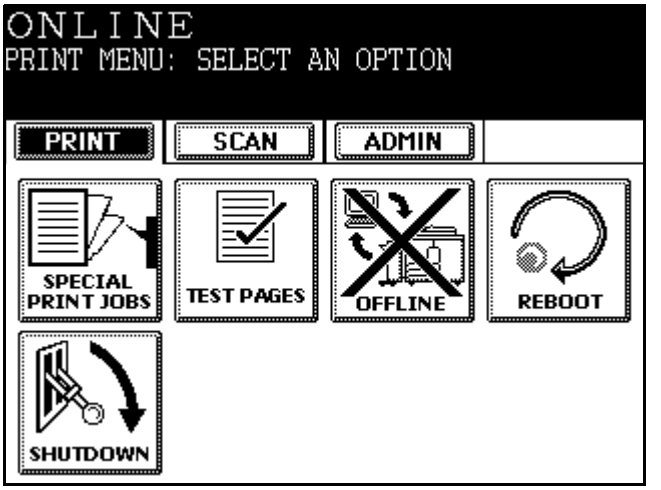
It is sometimes necessary to reboot the controller before new settings can take effect. At other times, you may need to reboot the controller to synchronize communication with the copier again. If possible, avoid rebooting the controller by physically resetting it.

The preferred way to reboot is as follows:

1 Press **PRINTER/NETWORK**.

2 Press the PRINT tab.

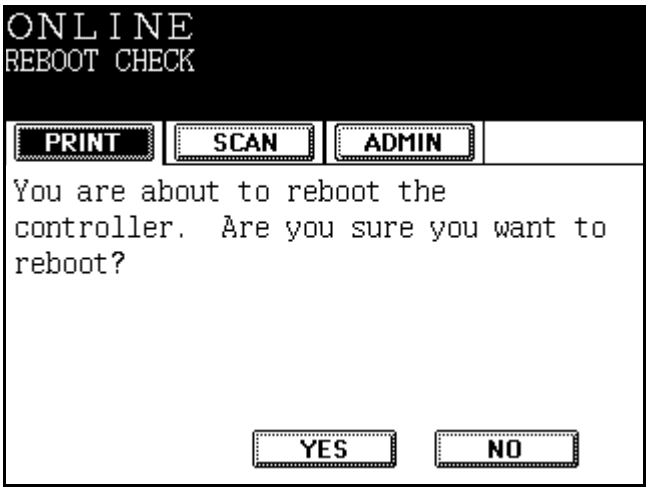
The main Print menu opens.



Sample Print menu screen on copier control panel

3 Press REBOOT.

A confirmation message appears.



Sample Reboot Check screen on copier control panel

4 Press YES to proceed.

The controller goes offline while rebooting and the LCD touch screen displays first `Shut-down in progress` and then `Starting Controller. Please wait.` When the controller comes back online, you can resume network and printing functions.

Rebooting procedure if all else fails

If you can't reboot the preferred way, do the following:

1 Press **PRINTER/NETWORK**, holding down the button for at least 10 seconds.

2 Press **START**.

The controller reboots.

Warning! Do NOT reboot the controller unless absolutely necessary. Any job currently being processed will be lost during the rebooting process.

How Do I Shut Down the GL-1020?

To power down the system safely, start by shutting down the controller from the copier's control panel. After you have shut down the controller, you can safely power off the copier.

Shutting Down the Controller

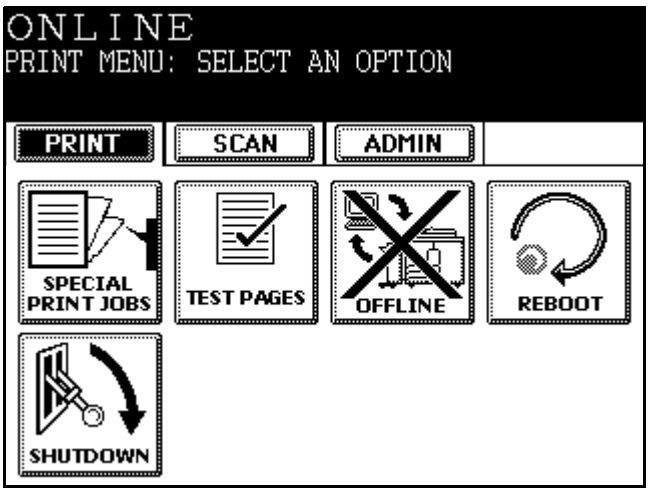
Never power off the controller by flipping the power switch to the OFF position. This may damage the controller's hard disk drive or corrupt the GL-1020 software.

Instead, power down the controller from the copier's LCD touch screen, using the Shut Down function.

1 Press **PRINTER/NETWORK**.

2 Press PRINT.

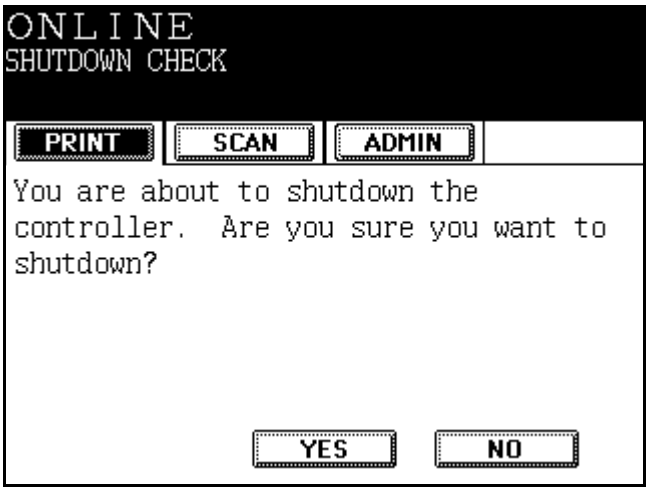
The main Print menu opens.



Sample Print menu

3 Press SHUTDOWN.

The software asks you to confirm that you want to shut down the controller.



Sample shutdown confirmation

4 Press YES to proceed.

To restart the controller, press the START key at the copier panel.

INSTALLING CLIENT SOFTWARE

For client workstations with the Windows® operating system, this chapter provides detailed instructions for installing the GL-1020 software from CD-ROM, and for adding printers, configuring printer ports, and downloading drivers from the controller or a network location.

For Macintosh client workstations, this chapter explains how to install and configure the Macintosh PPD file to enable both AppleTalk and LPR printing.

Installing Unix filters is not covered here, as it is an administrative function that can only be performed with root privileges. For instructions, refer to the GL-1020 Administrator's Guide.

INSTALLING WINDOWS® SOFTWARE

The basic GL-1020 client software includes the GL-DocMon print job monitoring utility, printer drivers for PCL and PostScript (PS), the GL-TWAIN driver, and the AGFA Font Manager.

Considerations and Limitations

- The GL-DocMon utility monitors only GL-1020, GL-1010, and SC-2 devices. It does not support any third party printer drivers. GL-DocMon cannot locate or interrogate the controller if it has been set up as a NetWare NDPS printer or NPRINTER.
- End users must install a GL-1020 printer driver and map it to the GL-1020 controller in order to access it using GL-DocMon.
- Users can view all jobs in the print queue, including controller-resident jobs, but can only delete their own jobs.

Prerequisites

Make sure that the client workstation meets the following minimum requirements:

- Windows® 98
  - Novell Client v3.1 and Client Service Pack 1 are required to run IPX-based SNMP access and Novell printing.
  - The Microsoft Client for NetWare may be used instead of the Novell Client except for NDPS printers.
- Windows® Me
  - Novell Client v3.3 is required to run IPX-based SNMP access and Novell printing.
  - The Microsoft Client for NetWare may be used instead of the Novell Client except for NDPS printers.
- Windows NT® 4.0
  - Microsoft Service Pack 5 or higher
  - Novell Client v4.6 or higher with Z.E.N works Starter Pack and Service Pack 1 are required to run IPX-based SNMP access and Novell printing.
  - The Microsoft Client for NetWare may be used instead of the Novell Client except for NDPS printers.

- Windows® 2000
  - Microsoft Windows® 2000 Service Pack 1 or higher
  - Novell Client v4.7 or higher with Z.E.N works Starter Pack is required to run IPX-based SNMP access and Novell printing.
  - The Microsoft Client for NetWare may be used instead of the Novell Client except for NDPS printers.
- Windows® XP
  - Novell Client v4.82 or higher is required to run IPX-based SNMP access and Novell printing.
  - The Microsoft Client for NetWare may be used instead of the Novell Client except for NDPS printers.
- At least 60 MB free disk space on the destination drive; 120 MB for optimal performance.

To ensure successful implementation:

- If your workstation had a previous version of TOSHIBA software installed, the setup program detects it and opens the Client Setup Maintenance Program. Click **Remove** to delete all previously installed components.

  The Windows® Add/Remove Programs option, accessible from the Windows® Control Panel, also deletes the old software.

- Close all Windows® applications before installing the new software.

  If an old version of TOSHIBA client software is installed, right-click the document monitoring application icon in the system tray, then choose **Exit** from the short-cut menu.

Client Setup

1 Insert the TOSHIBA e-STUDIO GL-1020 Client CD-ROM into the workstation's CD-ROM drive. If Auto-Run is enabled, the InstallShield Setup Wizard starts automatically.

  Otherwise, choose **Run** from the Start menu and then locate the Setup.exe file on the CD-ROM. Click **OK** to launch the setup program.

2 Follow the Setup Wizard through the installation steps. When prompted:

- Enter a destination directory or accept the default location.
- Select the drivers and fonts to install.
- Enter the network path to the printer or the queue name.
- Select a program group or accept the default.

3 When the setup program finishes copying the necessary files to your computer, it prompts to view the Readme file and launch GL-DocMon. Deselect either or both options, if desired, then click **Finish** to exit the Setup Wizard.

Note: Only the Windows® 98/Me operating system automatically creates the printer port. If you are using the Windows NT®, Windows® 2000 or Windows® XP operating system, you must manually create the printer port after installing the printer drivers.

Uninstalling Client Software

1 If open, close the GL-DocMon application.

2 Insert the TOSHIBA e-STUDIO GL-1020 Client CD-ROM into the CD-ROM drive. If Auto-Run is enabled, the InstallShield Setup Wizard starts automatically.

Otherwise, choose **Run** from the Start Menu and then locate the Setup.exe file on the CD-ROM. Click **OK** to launch the setup program.

The setup program automatically detects previously installed versions and opens the Client Setup Maintenance Program.

3 Select **Remove** to uninstall all previously installed GL-1020 components from the client workstation.

4 Follow the setup wizard to remove files from the workstation. Click **Finish** to exit the setup program.

The workstation may require rebooting before all components, such as the program items from the Windows® Start menu, are removed.

Adding Printers in a Windows® environment

Install GL-1020 drivers as part of the InstallShield client software setup process. Later, as required, add, re-install, or update drivers in the following ways:

- Run the Setup Program.

  Use the GL-1020 Client Setup Maintenance Program to install selected drivers if you have the original or an updated TOSHIBA e-STUDIO GL-1020 Client CD-ROM or can access it on a network directory.

- Download drivers from the controller.

  Drivers are automatically downloaded pointing to the shared printer on the GL-1020 in a Microsoft Peer to Peer environment. Similarly, if the GL-1020 has been set up as an NDPS printer, the drivers configured for the selected Printer Agent are automatically downloaded.

  Caution! This method may install outdated drivers if the controller has not been updated with the most recent driver software. For instructions, refer to *Download Drivers from the* GL-1020 in the GL-1020 Operator's Guide (Basic).

- Install Drivers from Disk or Network Location.

  Use the Add Printer Wizard to install driver software by locating the driver's setup.inf file either on the TOSHIBA e-STUDIO GL-1020 Client CD-ROM or in a primed network. This is the method you must use if printing to a Novell, IPP, or LPD queue. You must also configure a Microsoft port for the printer.

These procedures are described in detail in the GL-1020 Operator's Guide (Basic).

Enabling LPR/LPD Printing

To set up a client workstation for LPR printing:

1 Install Microsoft TCP/IP Printing Services software.

2 Add a LPR Port and map it to the GL-1020 controller using the Microsoft Add Printer wizard.

These procedures are described in detail in the GL-1020 Operator's Guide (Basic).

Enabling IPP Printing

IPP printing enables printing to the controller over the Internet. To establish IPP printing services:

1 Install the printer and assign it to an IPP port.

2 Configure the IPP port properties by opening the Printers Folder and right-clicking the IPP printer icon.

For additional information, see *Configuring an IPP Port* on page 67

INSTALLING MACINTOSH PPD FILES

Considerations and Limitations

- The TOSHIBA Macintosh PPD (PostScript Printer Description) file contains information about GL-1020-specific features and works in conjunction with the standard Macintosh LaserWriter 8 printer driver version 8.6.5 (or higher).
- The Macintosh PPD file is compressed in the StuffIt format if the version of the software is prior to 1.3. Copy the file to the **System Folder: Extensions: Printer Descriptions** folder. The StuffIt program must be installed on the workstation to decompress the PPD file.
- The GL-1020 supports both LPR and AppleTalk printing from Macintosh systems.
- Enable Macintosh printing from the LCD touch screen or by using TopAccess.
- To use LPR/LPD printing, also enable LPD printing from TopAccess.

Prerequisites

1 If the TOSHIBA PPD file is not in compressed format, go to step 4. Otherwise, continue with step 2.

2 Drag the PPD Stuffit file, TOSHIBA_GL-1020.sit from the TOSHIBA e-STUDIO GL-1020 Client CD-ROM to the client workstation's desktop.

3 Double-click the stuffed file icon on the desktop to open it. To extract the Macintosh PPD file, you must have the Stuffit utility on the client system.

4 Select and drag the TOSHIBA GL-1020.PPD file to the Printer Descriptions folder.

5 Enable Macintosh LPR printing or Macintosh Appletalk printing. Both methods are described in detail in the GL-1020 Operator's Guide (Basic).

INSTALLING FROM THE CD-ROM

The InstallShield setup program automatically installs the GL-1020 software components you select:

- GL-PCL6 Printer Driver
- GL-PSL3 Printer Driver
- GL-TWAIN Driver
- GL-DocMon
- AGFA Font Manager and font collection

Preparation

If GL-DocMon is present on your workstation, you must close it. To do so, right-click its icon in the system tray and choose **Exit** from the short-cut menu.

If you have a previous version of the TOSHIBA software installed on the workstation, the setup program will detect it Alternatively, you can use the Add/Remove Programs option, accessible from the Windows® operating system Control Panel, to delete the old software before beginning the installation process.

Running the GL-1020 Client Software Setup Program

For this installation, you need the TOSHIBA Client CD-ROM.

1 Insert the CD-ROM in the workstation's CD-ROM drive.

If AutoRun is enabled, the setup program, InstallShield Wizard, begins automatically and leads you through the setup procedure.

If AutoRun is not enabled, select **Run** from the Start menu and enter the following command:

```
D: \setup.exe
```

Replace "D" with the letter mapped to your CD-ROM drive.

2 Click **OK** to launch the setup program.

If you are installing a non-US English version, you will be asked to select a language from the Choose Setup Language dialog box.

3 If requested, click the drop-down menu arrow and select a language.

If the installation program detects a previous version of the software, it opens the GL-1020 Client Setup Maintenance Program.

4 If upgrading your software, click **Remove** to delete all previously installed components.

5 Follow the on-screen instructions to complete installation.

The next topic explains the installation options.

Click **Next** on each screen to continue. To cancel installation, click **Cancel**.

6 When installation is complete, restart the computer.

Installation Options

The installation program prompts you to:

- Accept the license agreement.
- Choose a destination location or accept the default folder.

  If you select a different file folder the directory name must conform to the MS-DOS® operating system naming conventions. The file name can have a maximum of eight characters, and it must have a three-character extension.
- Select the type of setup: Typical, Complete or Custom.
- Select components:

  TOSHIBA GL-DocMon

  TOSHIBA e-STUDIO550-810 GL-PCL6

  TOSHIBA e-STUDIO550-810 GL-PSL3

  TOSHIBA e-STUDIO550-810 GL TWAIN Driver

  AGFA Font Manager and Font collection
- Select the port

  In this step you connect the TOSHIBA GL-1020 to your local printer port. The port names to connect to are:

  - \\<device name>\DSSC for printers that require either Printer Control Language (PCL) 6 or PostScript
  - \\<device name>\GL_PCL6 for printers that require Printer Control Language (PCL) 6
  - \\<device name>\GL_PS for PostScript printers

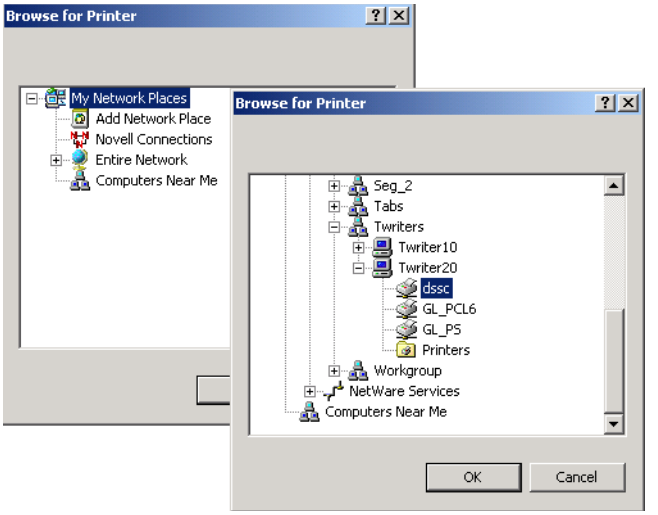
If the GL-1020 has been setup as a Novell printer, you must specify the Netware queue, that is:

\\server\queue name

or browse the Netware network to locate the print queue.

A separate icon represents each driver.

For example:



Sample Browse for Printer window in Network Neighborhood

Note: Only the Windows® 98/Me operating systems automatically create the printer port. If you are using the Windows NT® or Windows® XP/2000 operating systems, you must manually create the printer port after installing the printer drivers.

Finishing the Installation

When the setup program finishes copying the necessary files to the workstation, it prompts you to view the Readme file. Deselect this option, if desired, and then click **Finish** to exit the InstallShield Wizard.

Verifying Installation

Verify that the specified software has been installed. If it does not appear, repeat the preceding steps.

Removing Client Software

1 If the program you wish to remove is open, close it.

2 Insert the CD you used when you installed the software.

If AutoRun is enabled, the setup program, InstallShield Wizard, begins automatically.

If AutoRun is not enabled, select **Run** from the Start menu and enter `D: \setup.exe` (where `D` is the CD-ROM drive location) in the text box to launch InstallShield Wizard.

The setup program automatically detects previously installed versions and opens the Client Setup Maintenance Program.

3 Select **Remove** to remove the appropriate GL-1020 components from the workstation.

4 Follow the InstallShield Wizard prompts as files are removed from the workstation.

5 Click **Finish** to exit the setup program.

6 Restart the computer.

You may have to reboot your system before all components, such as the program items from the Start menu, can be completely removed.

Adding Printers in a Windows® Operating System

With the Windows® operating system, there are several ways you can add, reinstall, or update missing or outdated GL-1020 driver software on client workstations.

- Install selected drivers using the Setup program

  This method is recommended if you have the original or an updated TOSHIBA e-STUDIO GL-1020 Client CD-ROM or access to it on a shared network directory. For instructions, refer to *Installing from the CD-ROM* on page 39.

- Download drivers from the GL-1020 controller

  When you map a printer port to the shared GL-1020 printer in a Microsoft Peer to Peer environment, the operating system automatically downloads the printer drivers. Similarly, if the GL-1020 has been set up as an NDPS printer, when you select the GL-1020, the operating system automatically downloads the drivers configured for the printer agent.

  For instructions on downloading drivers, refer to *Download drivers from the GL-1020 Controller* on page 44. For information on using NDPS printing, see your network administrator.

- Install drivers from disc or a network location.

  The Add Printer Wizard installs driver software by locating the driver's setup.inf file either on the TOSHIBA e-STUDIO GL-1020 Client CD-ROM or in a network directory setup by your network administrator. Use this method if printing to a Novell, IPP, or LPD queue.

  You must also configure a Microsoft port for the printer, a process that varies between the Windows® 98/Me/2000/XP and Windows NT® operating systems.

  For procedures, refer to *Configuring Microsoft Printer Ports* on page 53.

- Install drivers from TopAccess

  If the system administrator has uploaded drivers to the GL-1020 controller, you can install the drivers on your workstation using the Install Software link in TopAccess. See *Install drivers from TopAccess* on page 51.

Download drivers from the GL-1020 Controller

The following procedure is the preferred method for downloading drivers from the GL-1020 Controller. The method is known as "Point-And-Print."

1 Browse the network for the controller device.

2 Once you have found the device on the network, click on it.

Three printer icons will appear named as follows: dssc, gl_pc16 and gl_ps.

3 Double-clicking an icon will have the following result:

- If you double-click the gl_pc16 icon, the PCL6 printer driver will be installed on your system.
- If you double-click the gl_ps icon, the PSL3 printer driver will be installed on your system.
- IMPORTANT! If you double-click the dssc icon, the PCL6 printer driver will be installed on your system.

The following procedure explains how to install drivers using the Add Printer Wizard of a Windows® operating system.

1 From the Start menu, choose **Settings** > **Printers**.

2 Double-click **Add Printer** to launch the Add Printer Wizard.

Add Printer Wizard
Welcome to the Add Printer Wizard
This wizard helps you install a printer or make printer connections.
To continue, click Next.
< Back
Next >
Cancel

Sample Add Printer Wizard from the Windows® 2000 operating system

3 Click **Next**.

4 Depending on the operating system, select the following option:

- For the Windows® 98/Me/2000/XP operating systems, click **Network Printer**.
- For the Windows NT® operating system, click **Network Printer Server**.

5 Click **Next**.

The operating system displays the Add Printer Wizard dialog box.

6 Type in the printer path or locate the GL-1020 printer on the network.

For the Windows® 98/Me/2000/XP operating systems, specify the network path or queue name for the controller:

- \\<device name>\GL_PCL6 for printers that require Printer Control Language (PCL) 6
- \\<device name>\GL_PS for PostScript printers

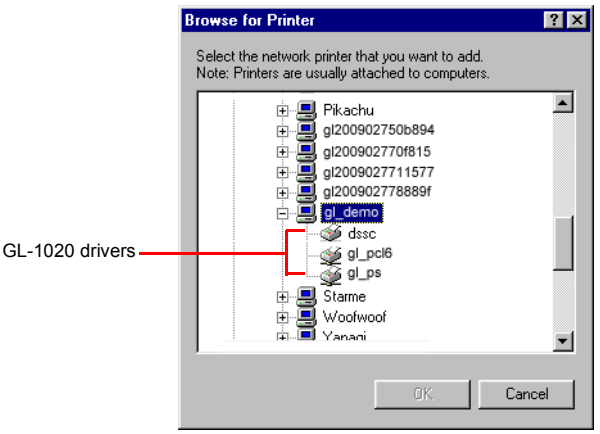
For the Windows NT® operating system, click **Network Printer Server**.

If the GL-1020 has been setup as a Novell printer, you must specify the NetWare queue, that is:

\\server\queue name

or browse the Netware network to locate the print queue.

A separate printer icon represents each printer driver.



Sample browse window in Network Neighborhood

7 Locate the appropriate driver and click **OK**.

Note: If the Add Printer Wizard detects previously installed driver software, it prompts you to either keep or replace the existing driver. If the controller software has been recently updated, replace the driver. Otherwise, keep the existing driver.

8 Follow the on-screen instructions until the Wizard notifies you that the printer driver has been installed successfully.

The new printer appears in the Printers folder

Sample Printers folder

Install drivers from disk or a network location

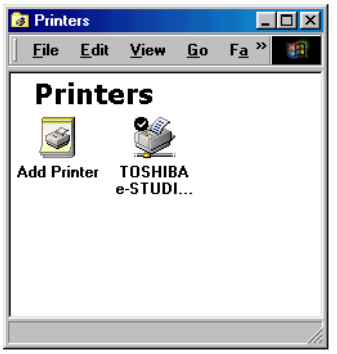
The procedure for installing drivers from their setup.inf files and configuring the Microsoft port for the printer varies depending on whether you are printing to the GL-1020 as a:

- Shared printer in a Microsoft Peer to Peer environment, or
- Queue-based printer in the Novell environment

Note: If you install the drivers from a network location instead of using the setup.exe program, you run the risk that the printer fonts may not be installed.

Adding a Microsoft shared printer

1 From the Start menu, choose **Settings** > **Printers**.

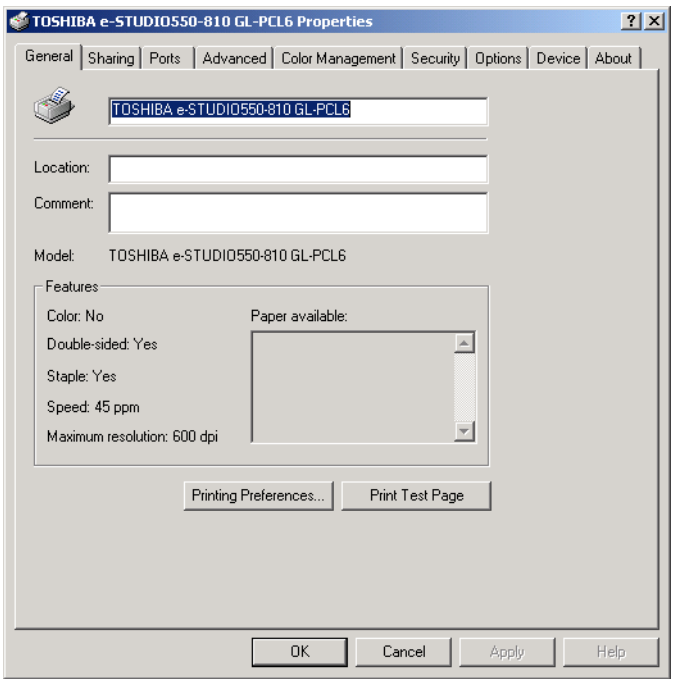


Printer settings window

2 Right-click the printer for which you want to add or reconfigure port settings.

3 Choose **Properties** from the short-cut menu.

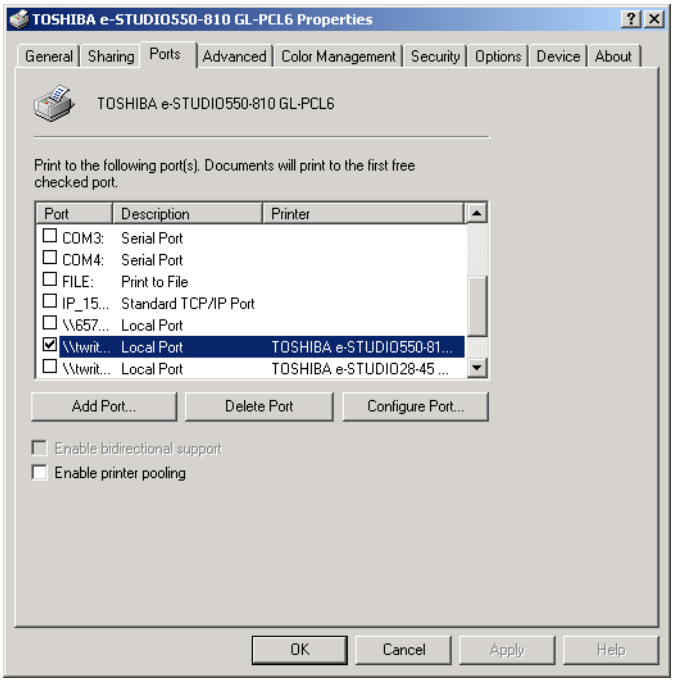
The Properties dialog box appears.



PCL6 Properties window (Windows 2000)

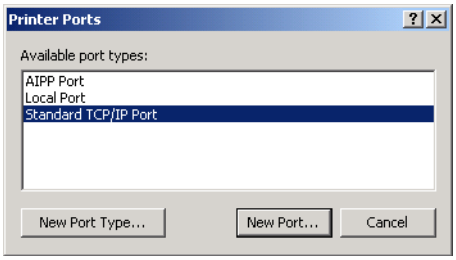
4 For the Windows® 98 and Me operating systems, click the **Details** tab.

For the Windows NT®, Windows® 2000, and XP operating systems, click the **Ports** tab.



Sample Details Property Page (Windows® 2000 operating system)

5 Click **Add Port...** .



Sample Add Port dialog box (Windows® 2000 operating system)

6 Depending on the operating system, select the following option:

- For the Windows® 98, Me, 2000, and XP operating system, click **Local Printer**.
- For the Windows NT® operating system, select **My Computer**.

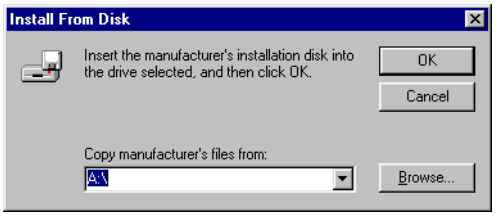
7 Click **Next**.

8 For the Windows NT®, Windows® 2000 and XP operating systems, select the port and click **Next**.

If an appropriate port is not configured, add a port. For instructions, refer to *Configuring Microsoft Printer Ports* on page 53.

9 Click **Have Disk**.

10 Enter the drive containing the printer setup information file (*.inf) or click **Browse** to find the file on the network.



Sample Install From Disk dialog box

11 Once you find the file, click **OK** to return to the Add Printer Wizard.

12 Click **Next**.

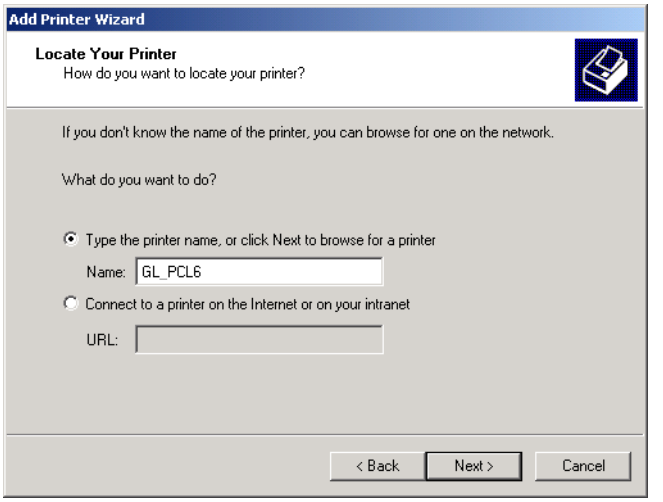
13 For the Windows® 98, Me, 2000, and XP operating systems, select the port type from the list of available ports and click **Next**.

Note: To assign the IPP or LPD port to the printer, see *Enabling IPP Printing* on page 67 and *Enabling LPR/LPD Printing* on page 57.

14 If previous versions of the driver software are detected, the wizard prompts you to keep the existing driver or replace it.

If you are reinstalling a deleted or corrupt driver, choose **Keep Existing**. If you are updating to a newer version, choose **Replace**.

15 Click **Next**.


Add Printer Wizard
Locate Your Printer
How do you want to locate your printer?
If you don't know the name of the printer, you can browse for one on the network.
What do you want to do?
Type the printer name, or click Next to browse for a printer
Name: GL_PCL6
Connect to a printer on the Internet or on your intranet
URL:
< Back
Next >
Cancel

Sample Add Printer Wizard—Printer Name

16 Enter a printer name or accept the default.

17 Click **Next**.

- For the Windows® 98 and Me operating systems, continue with step 18.
- For the Windows NT® and 2000 operating systems, when prompted to choose whether the printer is to be shared, select **Not Shared** and click **Next** to proceed.

18 Optionally, print a test page. Click **Finish** to begin copying the necessary files to the workstation.

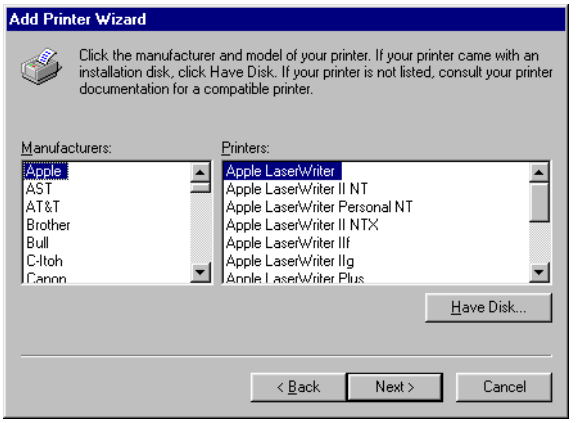
When installation is complete, the new printer appears in the Printers folder.

Adding a Novell queue-based printer

1 Browse the Network Neighborhood for the Novell printer queue and double-click the printer you want to install.

2 When the installation confirmation message appears, click **Yes** to continue.

3 When prompted to add the drivers, click **Yes** to launch the Add Printer Wizard.



Sample Add Printer Wizard—Have Disk

4 Click **Have Disk**.

5 Select the drive containing the printer setup information file (*.inf) or click **Browse** to find the file on the network.

If previous versions of the driver software are detected, the installation program prompts you to keep the existing driver or replace it.

6 If you are reinstalling a deleted or corrupt driver, choose **Keep Existing**.

If you are updating to a newer version, choose **Replace**.

7 Click **Next**.

8 Enter a printer name or accept the default.

To make this the default printer, choose **Yes**.

9 Print a test page.

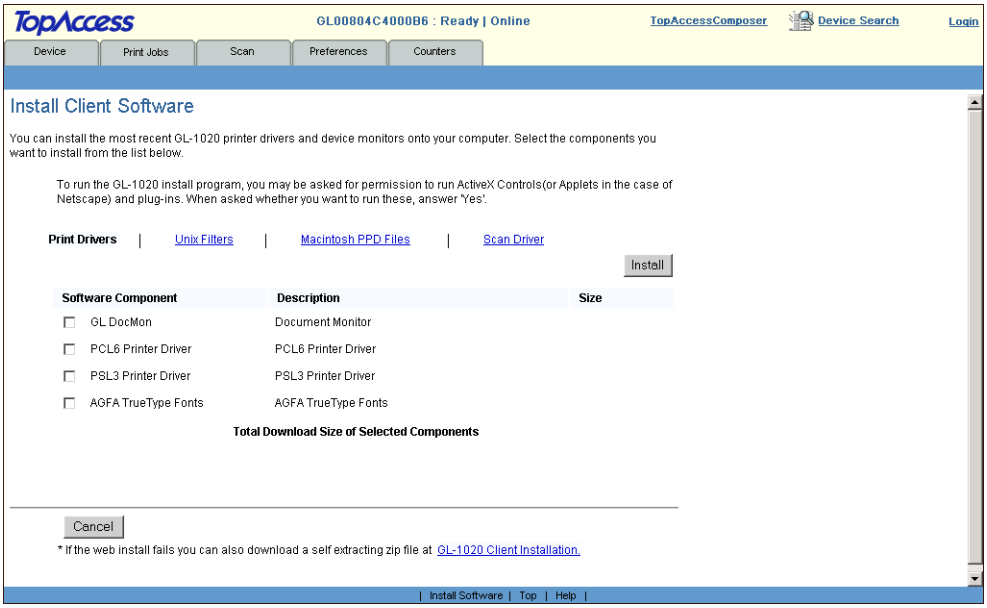
10 Click **Finish** to begin copying the necessary files to the workstation.

When installation is complete, the new printer appears in the Printers folder.

Install drivers from TopAccess

If the system administrator has uploaded the driver software to the GL-1020 controller, you can use TopAccess to install the software on your workstation.

1 In TopAccess, click the **Install Software** link at the bottom of the screen.


TopAccess
GL00804C4000B6 : Ready | Online
TopAccessComposer
Device Search
Login
Device
Print Jobs
Scan
Preferences
Counters
Install Client Software
You can install the most recent GL-1020 printer drivers and device monitors onto your computer. Select the components you want to install from the list below.
To run the GL-1020 install program, you may be asked for permission to run ActiveX Controls(or Applets in the case of Netscape) and plug-ins. When asked whether you want to run these, answer 'Yes'.
Print Drivers | Unix Filters | Macintosh PPD Files | Scan Driver
Install
Software Component
Description
Size
GL DocMon
Document Monitor
PCL6 Printer Driver
PCL6 Printer Driver
PSL3 Printer Driver
PSL3 Printer Driver
AGFA TrueType Fonts
AGFA TrueType Fonts
Total Download Size of Selected Components
Cancel
* If the web install fails you can also download a self extracting zip file at GL-1020 Client Installation.
| Install Software | Top | Help |

Sample TopAccess Install Software window

2 Click the link for the type of software you want to install.

You can select Print Drivers, Unix Filters, Macintosh PPD Files or Scan Driver.

3 Check the boxes for the software components to install.

4 Click **Install**.

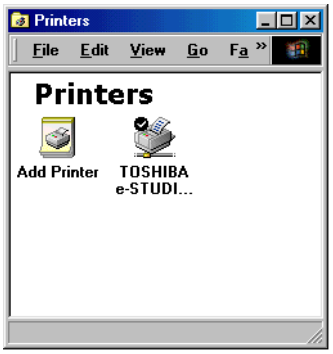
Configuring Microsoft Printer Ports

If your workstation uses the Windows® 98 or Me operating systems, you must configure the port settings after installing the printer.

With the Windows NT®, Windows® 2000, and XP operating systems, you can specify the network path to the printer as part of the Add Printer process.

Adding a New Port

1 From the Start menu, choose **Settings** > **Printers**.

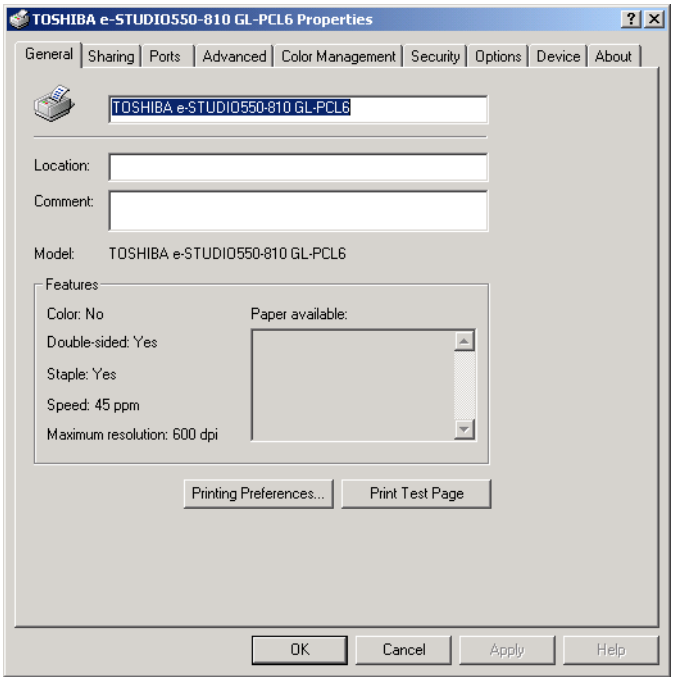


Printer settings window

2 Right-click the printer for which you want to add or reconfigure port settings.

3 Choose **Properties** from the short-cut menu.

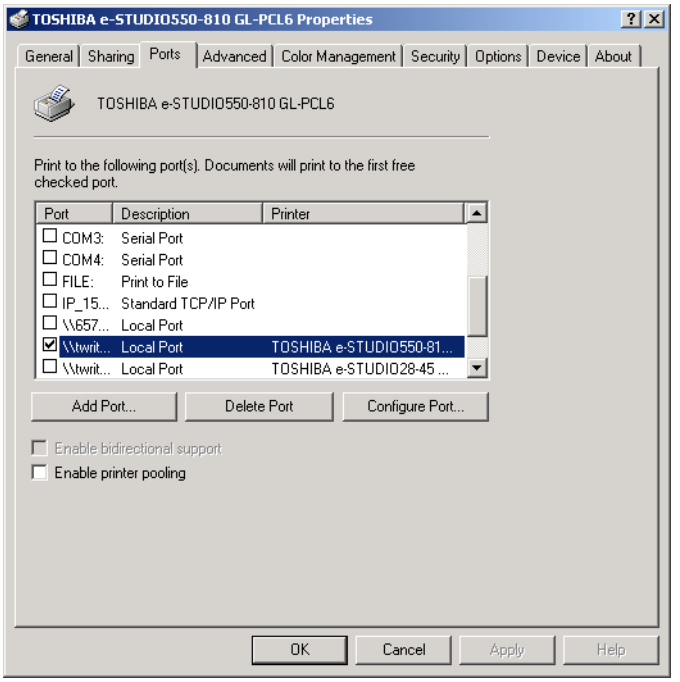
The Properties dialog box appears.



PCL6 Properties window (Windows 2000)

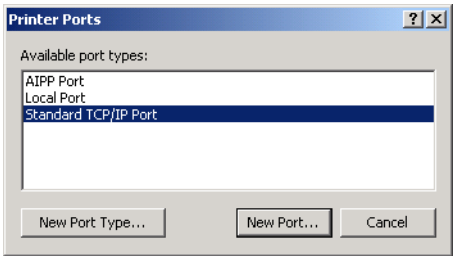
4 For the Windows® 98 and Me operating systems, click the **Details** tab.

For the Windows NT®, Windows® 2000, and XP operating systems, click the **Ports** tab.



Sample Details Property Page (Windows® 2000 operating system)

5 Click **Add Port...** .



Sample Add Port dialog box (Windows® 2000 operating system)

6 For the Windows® 98, Me, 2000, and XP operating systems, select **Network**.

For the Windows NT® operating system, select **Local**. For the printer to support LPD printing, select **LPD** and click **New Port...** ."

7 Enter the port name or click **Browse** to locate the printer on the network.

For example, \\GL_Mktg\GL_PCL6, where "GL_Mktg" is the device name and "GL_PCL6" is the printer name.

Depending on driver type, the GL-1020 port names are:

- \\<device name>\GL_PCL6
- \\<device name>\GL_PS

8 Click **OK**.

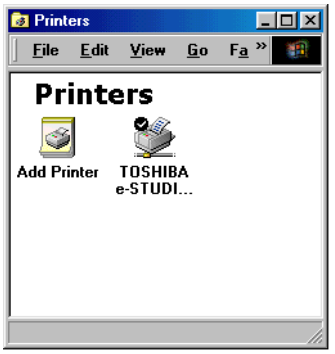
ENABLING LPR/LPD PRINTING

To support LPR printing, the workstation must have Microsoft TCP/IP Printing Services software installed. Otherwise, you will not be able to add an LPR port.

Adding an LPR Port

To set up an LPR port and map it to the GL-1020 controller, use the Add Port procedure:

1 From the Start menu, choose **Settings** > **Printers**.

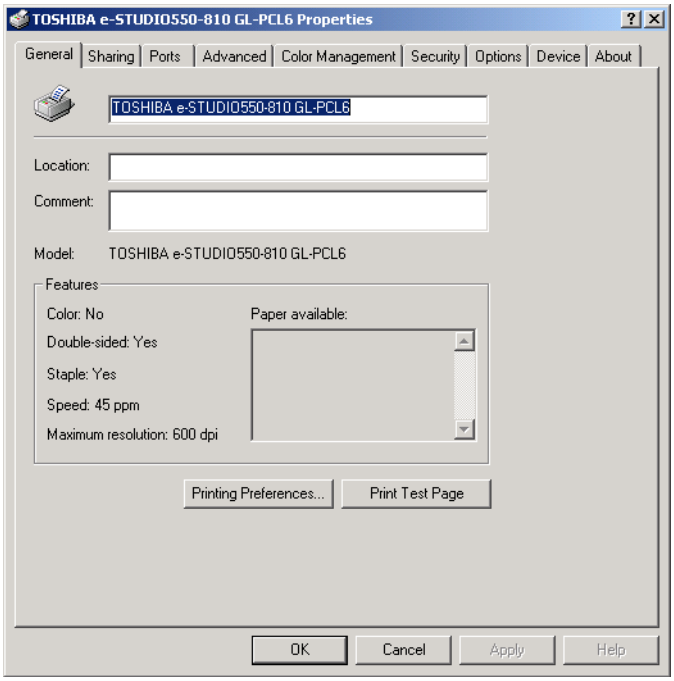


Printer settings window

2 Right-click the printer for which you want to add or reconfigure port settings.

3 Choose **Properties** from the short-cut menu.

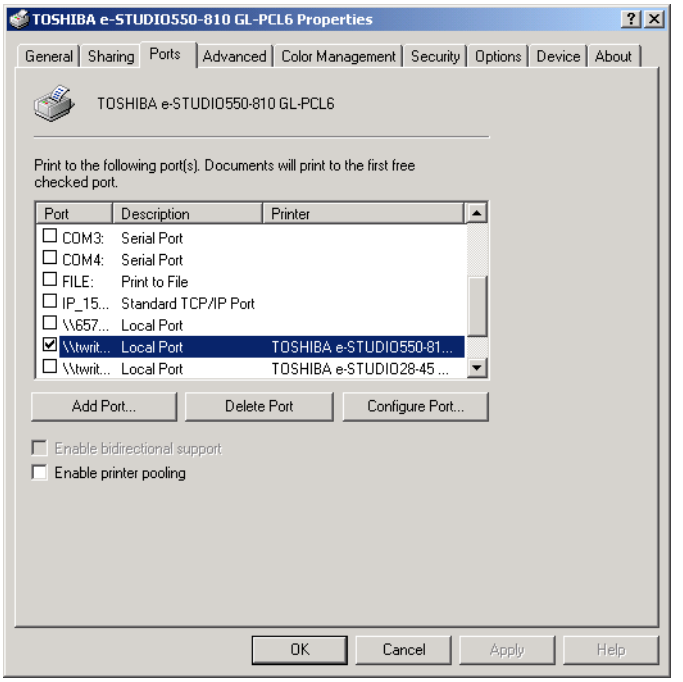
The Properties dialog box appears.



PCL6 Properties window (Windows 2000)

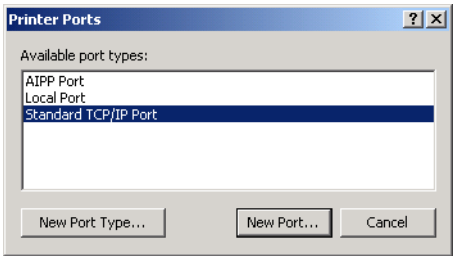
4 For the Windows® 98 and Me operating systems, click the **Details** tab.

For the Windows NT®, Windows® 2000, and XP operating systems, click the **Ports** tab.



Sample Details Property Page (Windows® 2000 operating system)

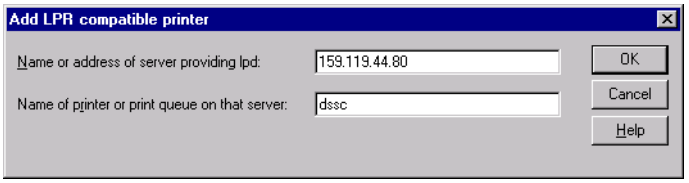
5 Click **Add Port...** .



Sample Add Port dialog box (Windows® 2000 operating system)

6 Click **Other** and select the **LPR Port** option and click **OK**.

7 Enter the IP Address of the LPR-compatible print server.



Add LPR compatible printer dialog box

8 Enter the name of the printer on that server. Click **OK**.

9 Click **OK**.

The port name you entered now appears in the port list and is selected.

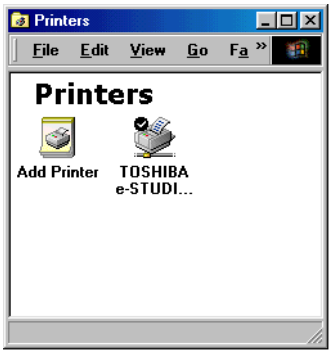
10 Print a test page or document using the printer you just configured.

Standard TCP/IP Port Setup under the Windows® 2000 and XP operating systems

To set up an LPR or Raw port, you assign the port and then assign the queue name.

Assigning the Port

1 From the Start menu, choose **Settings** > **Printers**.

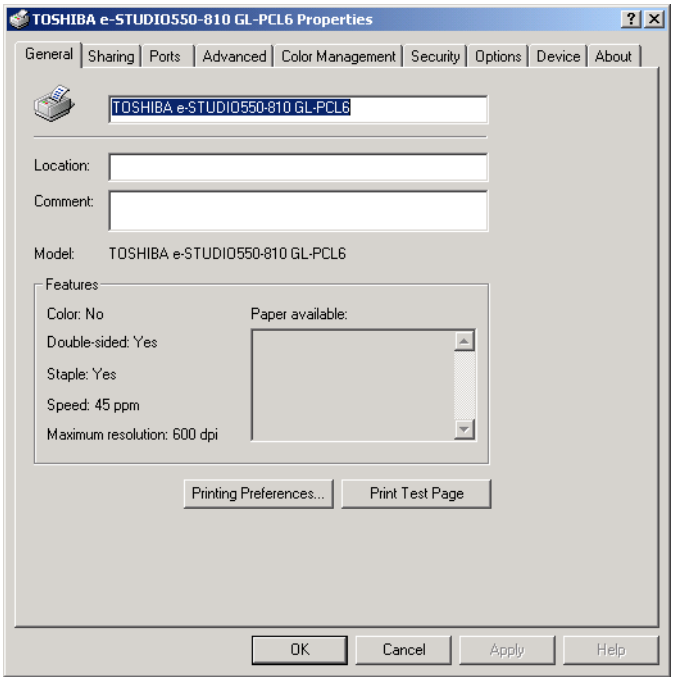


Printer settings window

2 Right-click the printer for which you want to add or reconfigure port settings.

3 Choose **Properties** from the short-cut menu.

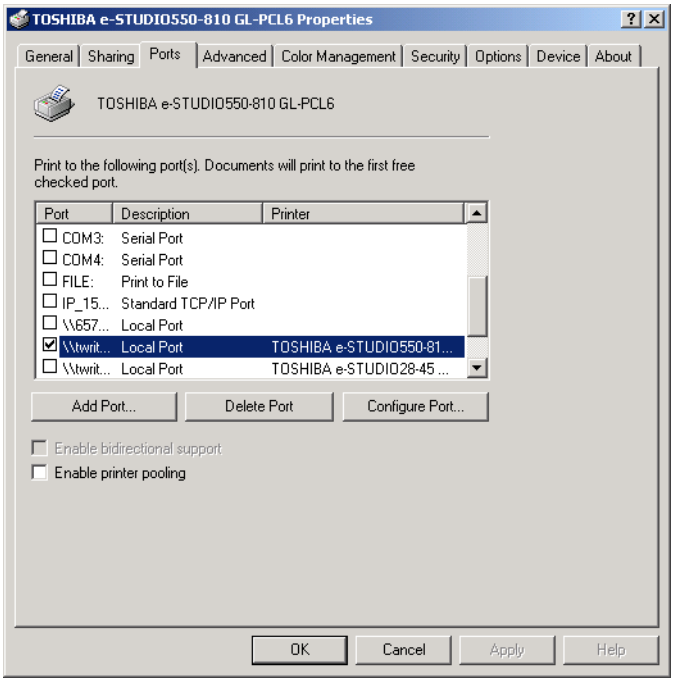
The Properties dialog box appears.



PCL6 Properties window (Windows 2000)

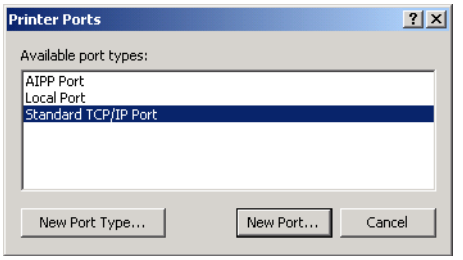
4 For the Windows® 98 and Me operating systems, click the **Details** tab.

For the Windows NT®, Windows® 2000, and XP operating systems, click the **Ports** tab.



Sample Details Property Page (Windows® 2000 operating system)

5 Click **Add Port...** .



Sample Add Port dialog box (Windows® 2000 operating system)

6 Click **New Port**.

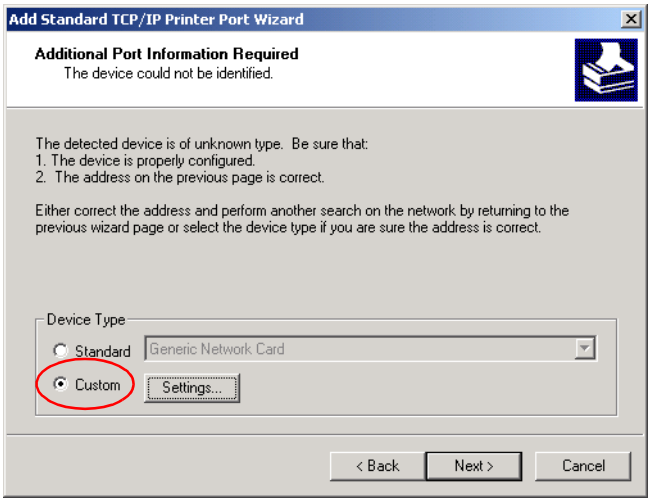
7 Click **Next** and follow the wizard's instructions.

8 When prompted, enter the controller's TCP/IP address, press **TAB** and, if you are setting up an LPR port, change the Port Name to `\\<controller device name>\dssc`.

If you are setting up a Raw port, you are not required to change the port name.

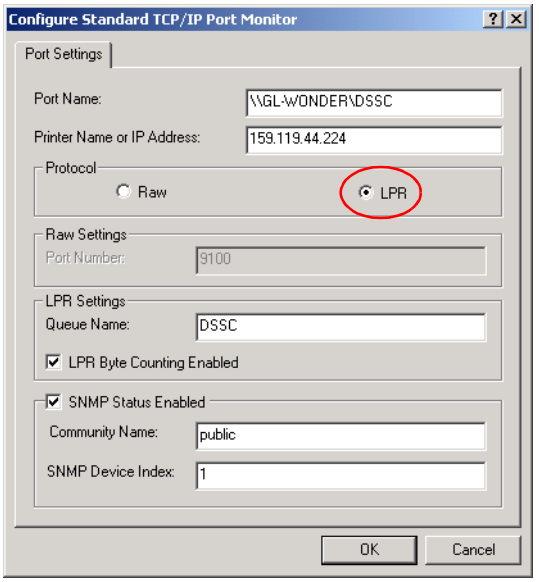
Assigning the Queue Name

1 When prompted to provide additional port information, select **Custom** and then click the **Settings...** button.


Add Standard TCP/IP Printer Port Wizard
Additional Port Information Required
The device could not be identified.
The detected device is of unknown type. Be sure that:
1. The device is properly configured.
2. The address on the previous page is correct.
Either correct the address and perform another search on the network by returning to the previous wizard page or select the device type if you are sure the address is correct.
Device Type
Standard
Generic Network Card
Custom
Settings...
< Back
Next >
Cancel

Additional port information

2 In the Port Settings dialog box, under Protocol, click **LPR** or **Raw**.



Customizing port settings

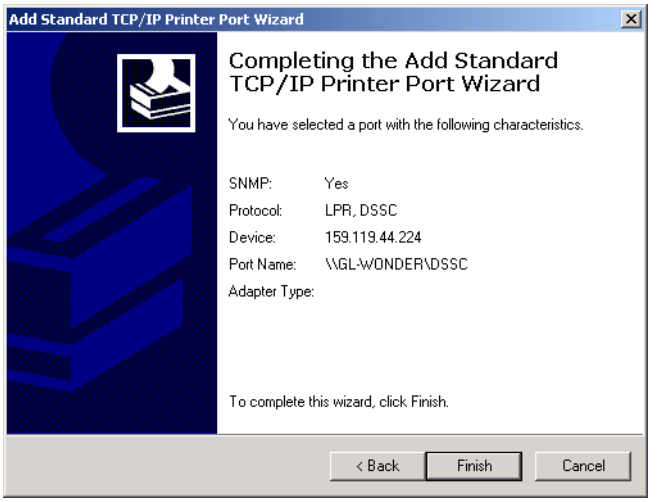
3 If you are setting up an LPR port, enter `dssc` for the Queue Name under LPR Settings and check **LPR Byte Counting Enabled**.

If you are setting up a Raw port, ensure that the Port Number under Raw Settings is 9100.

4 Click **SNMP Status Enabled** then click **OK**.

5 Click **Next** to proceed.

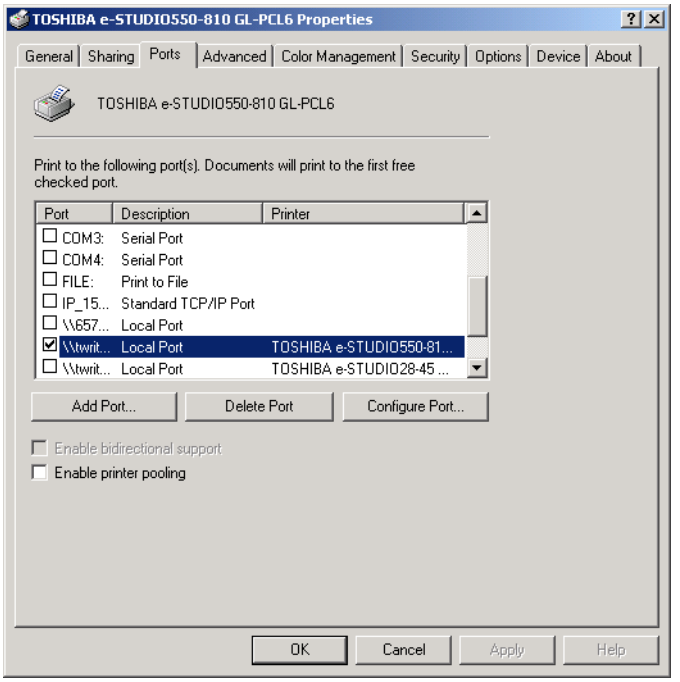
6 Review your port settings and click **Finish**.



Add Standard TCP/IP Printer Port Wizard

7 Click **Close** to return to the Properties window.

8 Click **Apply** to save your changes and then **Close** to exit the Properties window.



Ports tab

9 Print a test page or document using the printer you just configured.

ENABLING IPP PRINTING

Internet Printing Protocol (IPP) allows you to print to the controller over the Internet. To establish IPP printing services, you must install one of the GL-1020 printer drivers and set it up to print to an IPP port.

Note: This only works in Windows® 2000 and XP.

For instructions on adding printers, refer to *Installing GL-1020 Printer Drivers* on page 43

Configuring an IPP Port

1 From the Start menu, choose **Settings** > **Printers**.

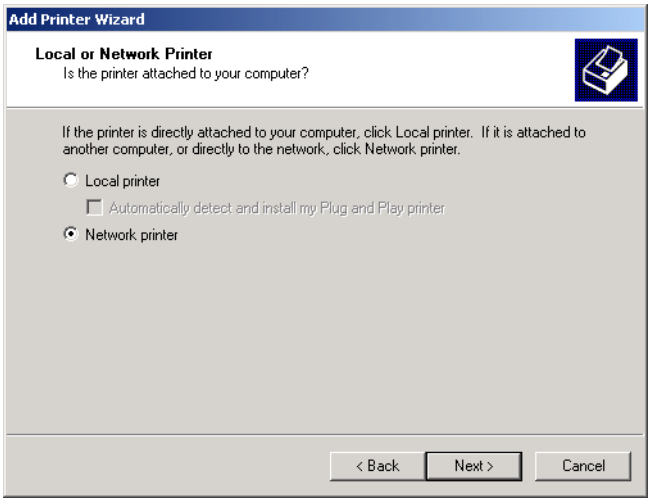
2 Double-click **Add Printer** to launch the Add Printer Wizard.

Add Printer Wizard
Welcome to the Add Printer Wizard
This wizard helps you install a printer or make printer connections.
To continue, click Next.
< Back
Next >
Cancel

Sample Add Printer Wizard from the Windows® 2000 operating system

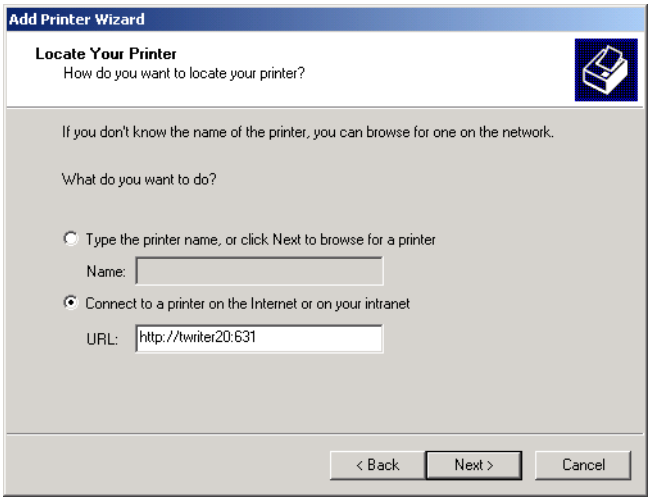
3 Click **Next**.

4 When asked to select between a local and network printer, select **Network printer** and click **Next**.


Add Printer Wizard
Local or Network Printer
Is the printer attached to your computer?
If the printer is directly attached to your computer, click Local printer. If it is attached to another computer, or directly to the network, click Network printer.
Local printer
Automatically detect and install my Plug and Play printer
Network printer
< Back
Next >
Cancel

Type of printer dialog box

5 When asked to locate your printer, click **Connect to a printer on the Internet or on your intranet**.


Add Printer Wizard
Locate Your Printer
How do you want to locate your printer?
If you don't know the name of the printer, you can browse for one on the network.
What do you want to do?
Type the printer name, or click Next to browse for a printer
Name:
Connect to a printer on the Internet or on your intranet
URL:
http://twriter20:631
< Back
Next >
Cancel

Locate Your Printer dialog box

6 Enter the URL of the printer as either:

http://<controller name>:631

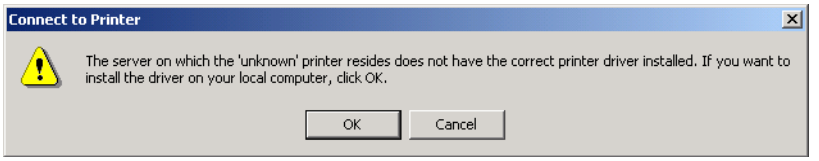
or

http://<controller IP Address>:631

where <controller name> is the name of the driver, such as `GL_PCL6` or `GL_PS`.

7 Click **Next**.

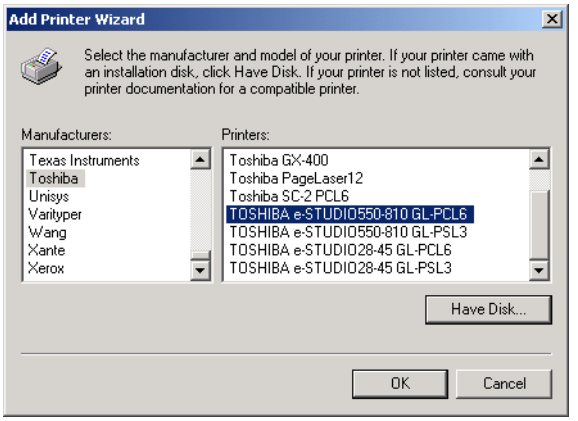
The wizard displays:


Connect to Printer
The server on which the 'unknown' printer resides does not have the correct printer driver installed. If you want to install the driver on your local computer, click OK.
OK
Cancel

Connect to Printer message

8 Click **OK** to choose the printer driver.

The Add Printer Wizard displays the manufacturer and model list.



Select manufacturer and model dialog box

9 If you already installed a GL-1020 driver, select it and click **OK**.

Otherwise, click Have Disk and browse the e-STUDIO GL-1020 Client CD-ROM for the printer driver of your choice.

10 Choose whether to use this printer as your default printer and click **Next**.

The Wizard displays a summary of your printer settings.

11 Click **Finish** to complete the installation.

The IPP printer is now ready for printing.

INSTALLING MACINTOSH PPD FILES

The TOSHIBA Macintosh PPD (PostScript Printer Description) file contains information about controller-specific features. It works in conjunction with the standard Macintosh LaserWriter 8 printer driver version 8.6.5 (or higher).

Considerations and Limitations

- The Macintosh PPD file will be compressed in the StuffIt format if the software version is prior to 1.3. It will automatically decompress when it is copied to the **System Folder: Extensions: Printer Descriptions** folder, providing the StuffIt program is installed on the workstation.
- The controller supports both LPR and AppleTalk printing from Macintosh systems.
- You can enable Macintosh printing from the LCD Touch Screen or by using TopAccess.
- If you will be using LPR/LPD printing, you must enable LPD printing from TopAccess as well.

Copy the TOSHIBA PPD file to the Client Workstation

1 Insert the e-STUDIO GL-1020 Client CD-ROM into the drive.

2 Double-click the boot drive icon.

The System Folder opens.

3 Find the **Extensions** folder and double-click to open it.

4 In the **Extensions** folder, find the **Printer Descriptions** folder and double-click to open it.

5 If the PPD file is not compressed, go to step 7. Otherwise, drag the Stuffit file **TOSHIBA_**GL-1020**.sit** from the CD-ROM to the desktop.

6 To extract the Macintosh PPD file, you must have the Stuffit utility on the workstation. If it is installed, double-click the stuffed file icon on the desktop to open it.

7 Select and drag the **TOSHIBA** GL-1020**.PPD** file to the Printer Descriptions folder.

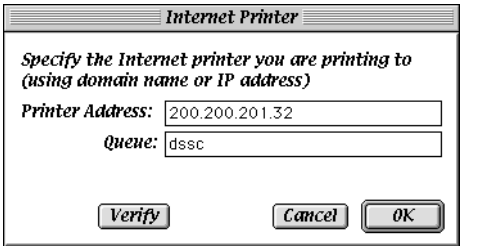
Note: The procedure described here refers to StuffIt 5.5. For procedures to decompress files using earlier Stuffit versions, refer to your StuffIt documentation.

Enabling Macintosh LPR Printing

1 Start the Desktop Printer Utility, located in the **Boot Disk:Apple Extras:Apple Laser Writer Software: Desktop Utility** folder.

2 From the File menu, select **New**.

The New Internet Printer dialog box opens.

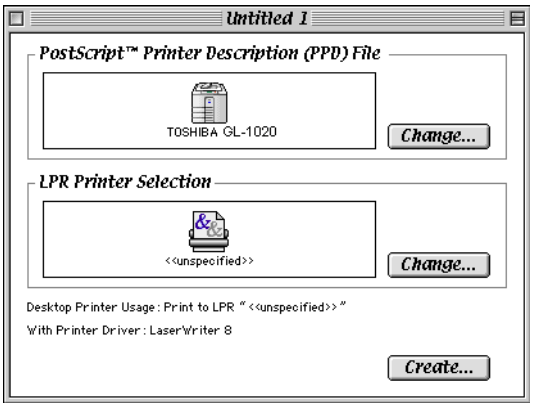


Sample Macintosh New Internet Printer dialog box

3 Select **Printer (LPR)** to add the controller as a LPR Printer.

4 Click **OK**.

The Macintosh LPR Printer Selection dialog box opens.



Sample Macintosh LPR Printer Selection dialog box

5 Click **Change...** .

The Macintosh Internet Printer dialog box opens.

Sample Macintosh Internet Printer dialog box

6 Enter the IP Address of the controller.

7 Enter the queue name, for example, `DSSC`.

8 Click **Verify** to check you entered the correct IP address and the Macintosh can communicate with the controller. If you receive a message saying the printer cannot be located, enter the IP Address correctly.

Note: To find the controller's IP address, you can print out the configuration page from the connected copier or look up the TCP/IP protocol settings from the LCD Touch Screen.

9 Once you determine the IP settings are correct, click **OK**.

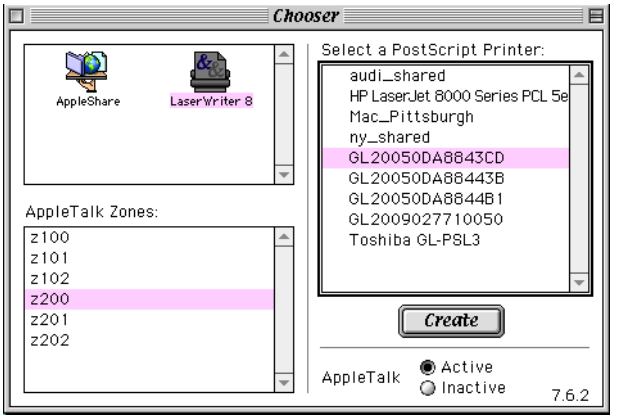
10 Click **Create** to add the new printer to the desktop.

11 Enter the printer name in the **Save desktop printer as...** field and click **Save**.

The printer is added to the desktop.

Enabling Macintosh AppleTalk Printing

1 From the Apple menu, select **Chooser**.



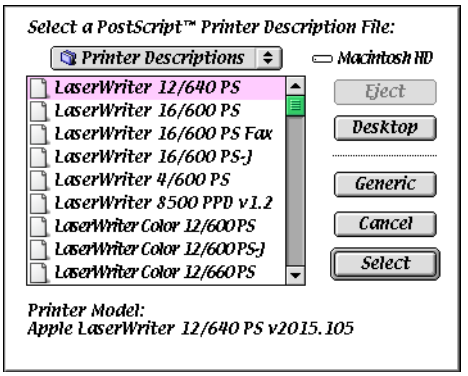
Sample Macintosh Chooser dialog box

2 In the Chooser dialog box, check that AppleTalk is **Active**.

3 If several AppleTalk zones exist on the same network, enter the applicable zone. (Check that the same AppleTalk zone is set on the controller.)

4 Select the LaserWriter 8 printer icon, then select the appropriate printer from the list.

5 Click **Create**.



Sample Macintosh Select PPD dialog box

6 From the PPD list, select the TOSHIBA GL-1020 file.

7 Click **Select**.

The printer icon appears on the desktop.

If optional components are installed on the digital copier, continue with the options setup. Otherwise, AppleTalk printing is now enabled on this workstation.

Note: If the system doesn't automatically sense the PPD file, you must manually select it.

AppleTalk Options Setup

1 From the Apple menu, select **Chooser**.

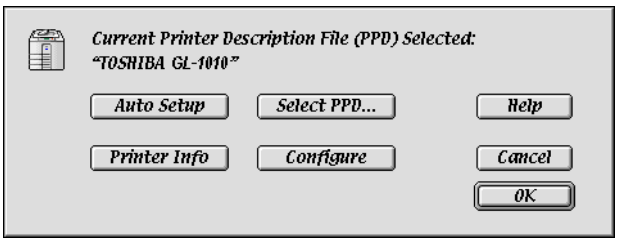
2 In the Chooser dialog box, select the LaserWriter 8 printer icon, then the GL-1020 PostScript printer.

3 Click **Setup**.

4 If the system doesn't auto select the PPD file, select **TOSHIBA .PPD** from the file list and click **Open**.

You will return to the previous screen.

5 Click **Configure**.



Sample Macintosh Configure PPD dialog box

6 From the Change drop-down list, select the item you want to configure.

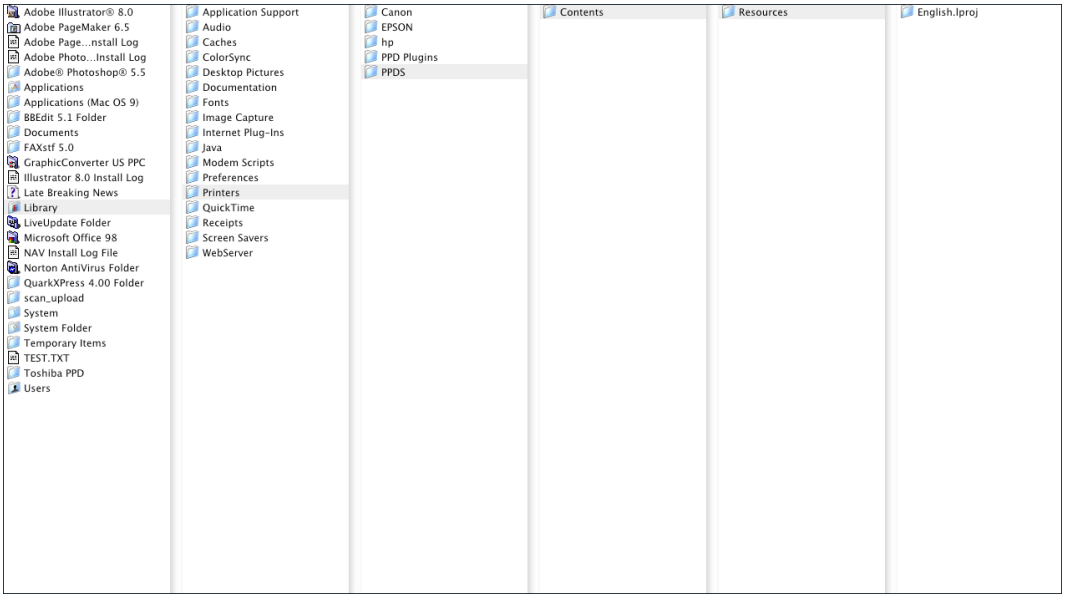
7 From the To drop-down list, select either **Installed** or **Not Installed**, as applicable.

8 Click **OK** and exit the Chooser.

Completing Printer Setup for MAC OS X

1 If you have not created the English.lproj folder in your system during OS X update, manually add the needed folders to complete the English.lproj path structure.

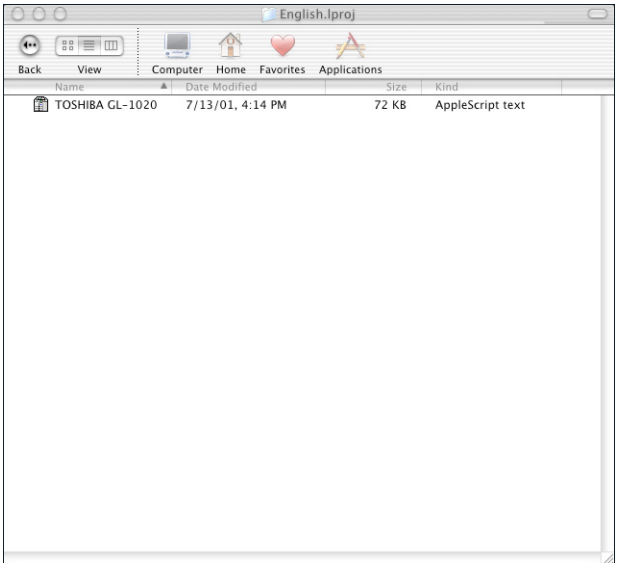
The English.lproj folder is located in the Library folder where OS X is installed.



Sample English.lproj folder created during Macintosh OS X update

Note: For Classic mode support, you must have OS 9.1 installed on your Macintosh. Restart your system in Classic mode, then refer to the manual section MAC PPD.

2 Place the TOSHIBA GL-1020 PPD file (used in OS 9.1) into the English.lproj folder.



Sample English.lproj folder with TOSHIBA GL-1020 PPD file

3 Use the Printer List in the OS X Print Center to complete the printer setup.

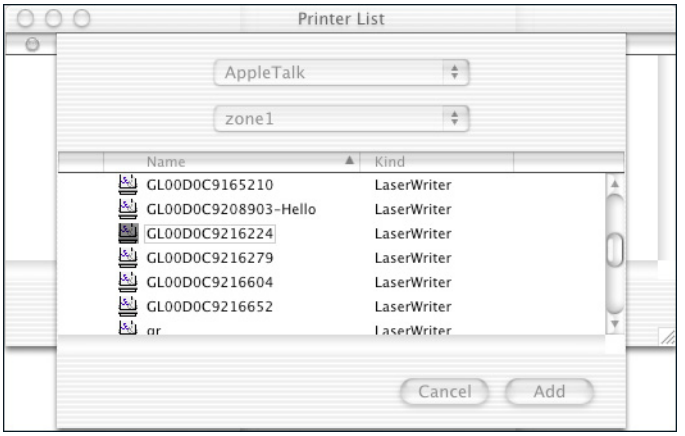
The GL-1020 attaches either using AppleTalk or using LPD printing. Continue with the appropriate section. For details, see:

- AppleTalk Printing (next section)
- *LPD Printing* on page 77

AppleTalk Printing

1 Select **AppleTalk**.

2 Select the Zone where the GL-1020 is located.

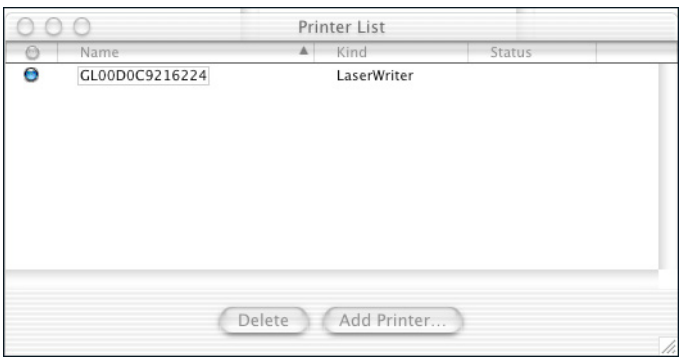


Sample Printer List with AppleTalk option and zone selected

3 Select the GL-1020 device.

4 Click **Add**.

Once you add the controller, it will be available for use in OS X.



Sample Printer List with GL-1020 device added

LPD Printing

1 Select **LPR Printers using IP**.

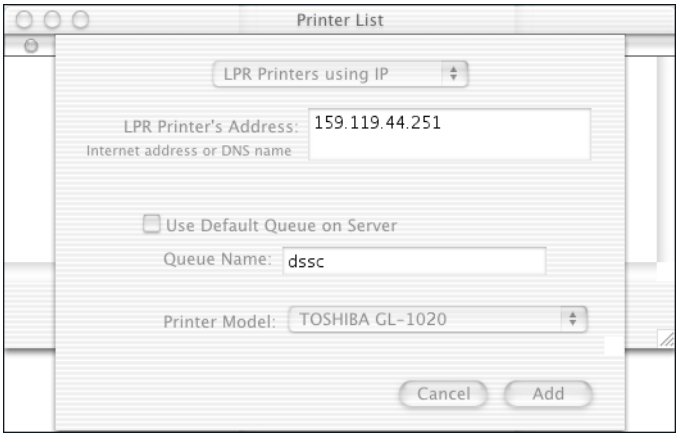
2 Enter the IP Address of the controller.

3 Deselect **Use Default Queue on Server**.

4 Enter `dssc` for the Queue Name.

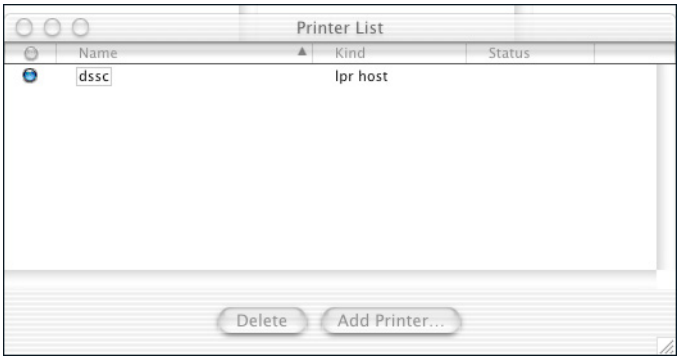
5 Select TOSHIBA for the Printer Model.

6 Click **Add** from the Printer List of Print Center.



Sample Printer List with TOSHIBA GL-1020 Printer Model selected

Once the LPR setup is complete, the dssc (TOSHIBA) device will be available for use.



Sample Printer List indicating the GL-1020 (dssc) device is available

INSTALLING FONTS

The AGFA Font Manager allows you to choose which fonts you want to install or delete from your Windows® operating system directory.

When installing TOSHIBA GL-1020 tools, you have the option of installing the AGFA Font Manager and all of the fonts, selected fonts, or none of the fonts included on the Client CD-ROM.

> Note: If you already have AGFA Font Manager installed on your system, and you choose to install it from the Client CD-ROM, the newer version will overwrite your current version.

To manage the fonts:

1 Open the Printers folder.

2 Right-click the GL-1020 printer

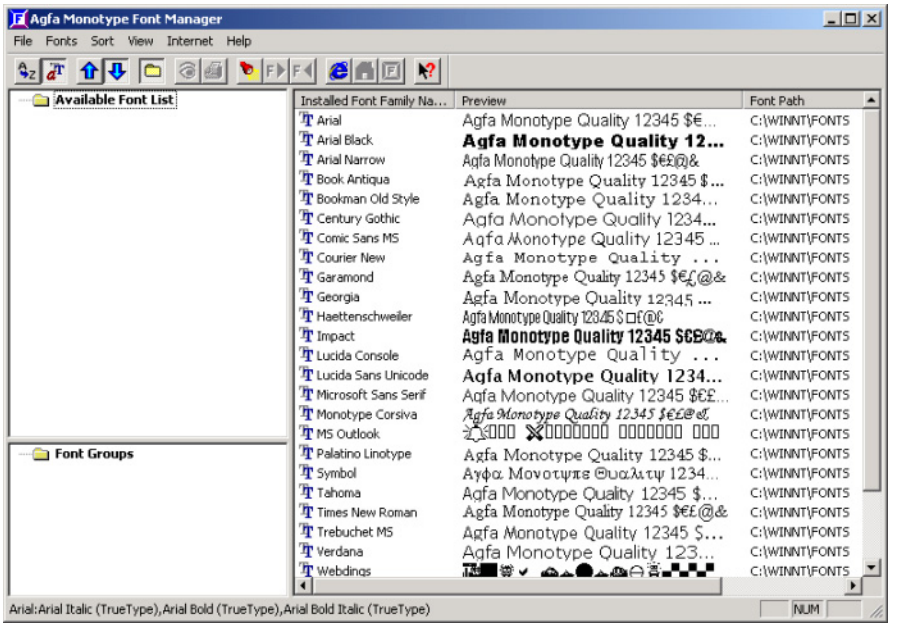
3 For the GL-PCL6 Printer Driver click **Printing Preferences** and click the **Quality** tab.

For the GL-PSL3 Printer Driver, click **Properties**.

4 Click **Fonts**.

If you're using the GL-PCL6 Printer Driver, click **AGFA Font Manager.**

The driver launches the AGFA Font Manager.



For more information on using the additional font management features this application provides, refer to the AGFA Font Manager online Help.

CONFIGURING AND RETRIEVING PRINTER OPTIONS

Setting options at the printer level enables you to use print properties that your application does not support. Any options selected at the printer level are overridden by those set at the application or document level.

You can set specific options manually, or have the printer driver automatically determine which options are available.

Accessing Device Properties

1 From the Start menu, choose **Settings** > **Printers**.

The Windows® operating system displays the Printers window.

2 Right-click the printer icon and choose one of the following:

Properties for the Windows® 98/Me operating systems

Document Defaults for Windows NT® operating system

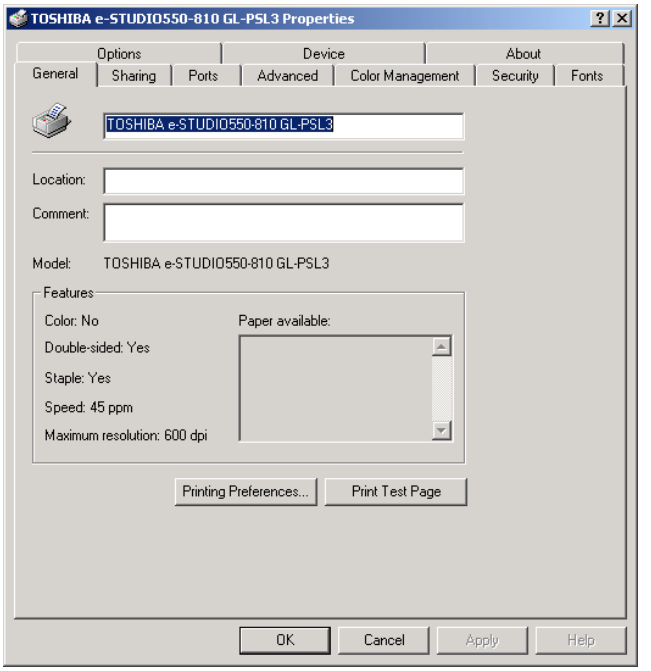
Printing Preferences for the Windows® 2000/XP operating system

3 Click the **Device** or **Options** tabs to set device-related options.

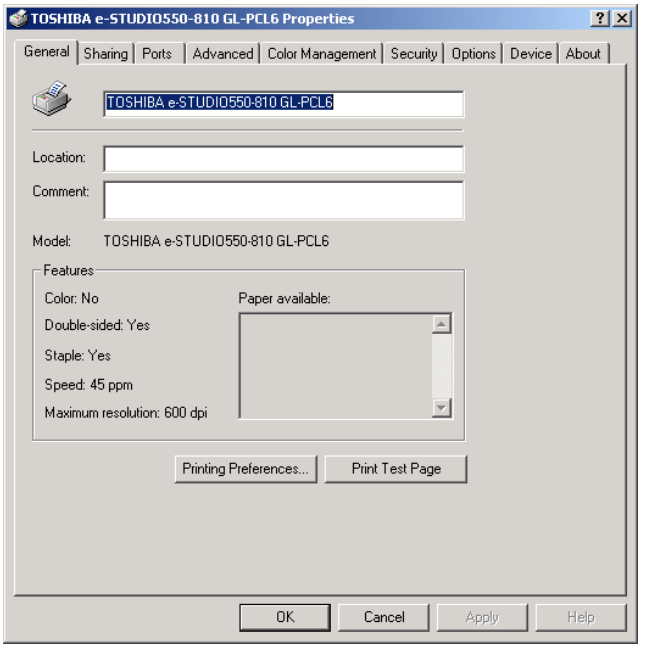
Device Configuration Examples

The operating system determines which tabs display in the properties dialog box. Usually, General and Details tabs are always available. The Printer Settings tab appears only when your computer is connected directly to an unmapped network port. The Sharing tab is present only when you are sharing the printer. For more information, see your Windows® operating system documentation.

The screen you see depends on the driver you're using.



Sample PostScript (PSL3) device properties dialog box



Sample Printer Control Language (PCL6) device properties

Each tab on the **Options** and **Device** tabs opens a property dialog box containing settings that control the device. The following sections summarize the tab contents.

Controls

Each dialog box provides the same controls at the bottom of the window.

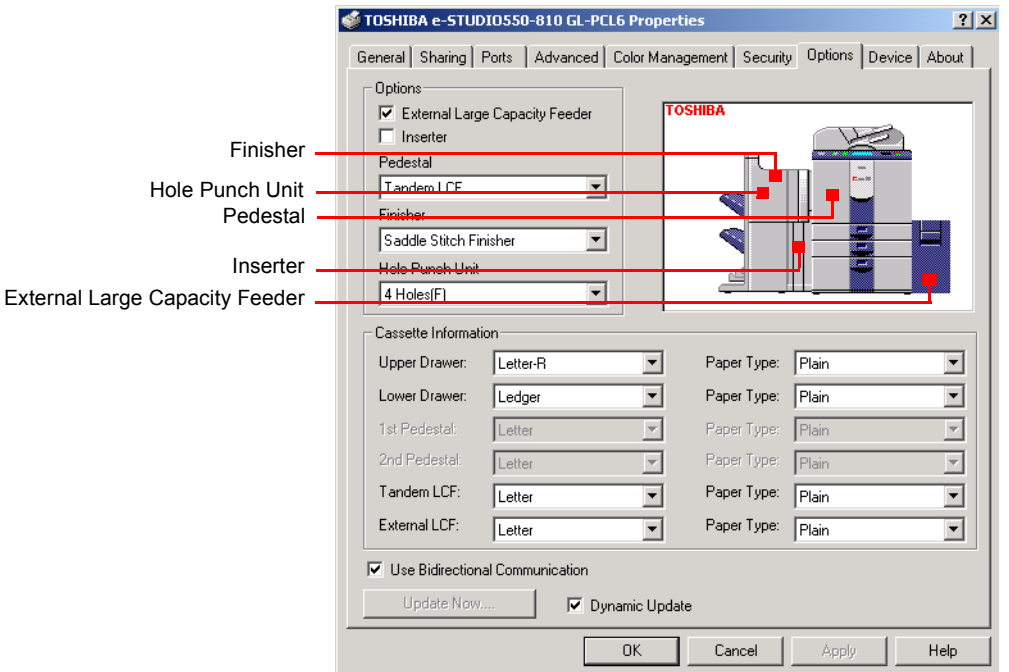
OK—closes the dialog box and saves the current settings.

Cancel—closes the dialog box without saving the current settings.

Apply—saves the current settings and leaves the dialog box open. This button is grayed out for Windows® 9x operating systems until you change an option.

Help—opens the Help system for the driver.

Options Tab



Sample Device Options dialog box

This dialog box allows you to manually set up options and retrieve the current settings.

The system icon in the upper-right corner shows the configuration of your copier. Only options actually installed are shown.

Click **Update Now** to retrieve current copier information. **Update Now** is grayed out when Dynamic Update is enabled and/or when Use Bidirectional Communication is disabled. The software updates current settings when you access the Options dialog box.

Options Section

This section identifies the optional features connected to the copier.

External Large Capacity Feeder—holds several reams of paper.

Inserter—inserts paper into documents.

Pedestal—holds paper cassettes.

Finisher—staples or saddle-stitches documents.

Hole Punch Unit—punches holes in documents.

Cassette Information

This section identifies enabled cassettes and the size and type of paper they contain. If the configuration cannot be dynamically retrieved, the default value is shown. Disabled and unavailable cassettes are grayed out.

Upper Drawer—is the standard upper drawer of the copier.

Lower Drawer—is the standard lower drawer of the copier.

1st Pedestal—is the first cassette of the optional pedestal.

2nd Pedestal—is the second cassette of the optional pedestal.

Tandem LCF—is the tandem large capacity feeder of the optional pedestal.

External LCF—is the optional external large capacity feeder.

Use Bidirectional Communication—enables the driver to communicate with the controller provided that the protocol installed is either TCP/IP or IPX/SPX. The driver sends and receives messages, including the copier configuration and Department Code validation, etc., to and from the controller.

Select this option to have the printer driver automatically retrieve the correct settings from the printer. If department code enforcement is enabled, bidirectional communication verifies the department code.

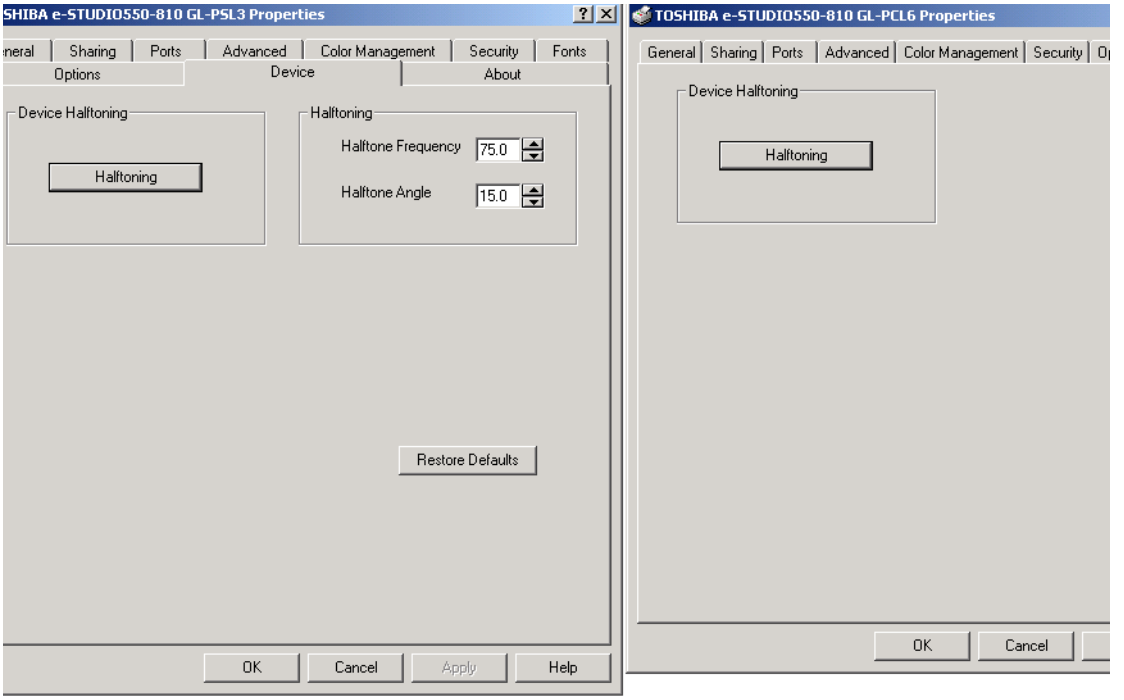
Dynamic Update—controls when the driver communicates with the controller to display configuration information.

If the Dynamic Update option is disabled (not checked), clicking **Update Now** retrieves current copier configuration information. This may take a few seconds to complete.

If Dynamic Update is enabled (checked), **Update Now** is not available. Instead, the software updates the configuration information every time you access the **Options** tab.

Device Tab

This dialog box controls halftoning options.



Sample PostScript and PCL Device dialog boxes

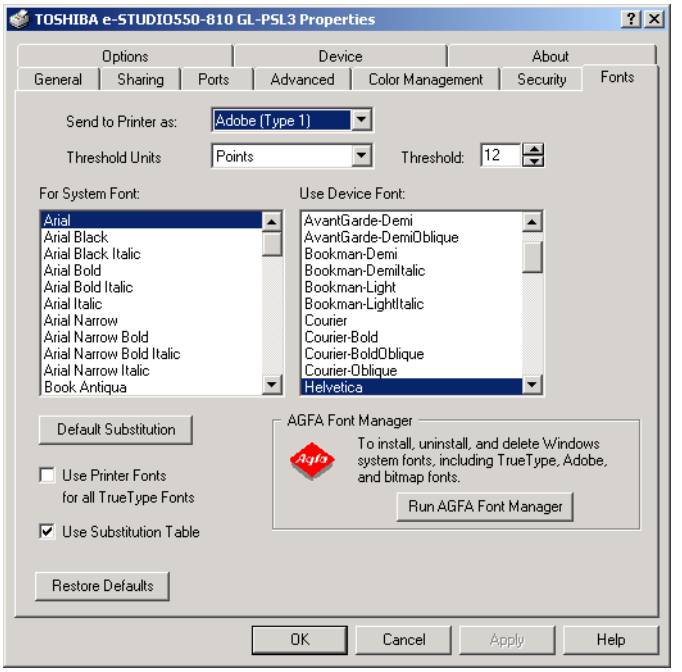
Halftoning—opens the halftone color adjustment dialog box.

Halftone Frequency—is the number of PostScript halftone patterns per inch. The range is 8 to 600.

Halftone Angle—is the number of degrees by which the PostScript halftone screen is to be rotated. The range is 0 to 360.

Postscript Font Properties

The Fonts property page allows you to set various font options that can make printing your documents faster and more efficient. It also provides access to the AGFA Font Manager application.



PostScript Font Properties page

Send to Printer as:—is the type of font to be sent to the printer.

Threshold Units:—is the type of unit in which the threshold size is given.

Threshold:—is the size (in threshold units) at and above which fonts are sent to the printer per the rule set by Use Printer Fonts... or Use Substitution Table.

For System Font:—lists systems fonts for use in the substitution table.

Use Device Font:—lists device fonts available to match a system font in the substitution table.

Default Substitution—sets the default system font to device font correspondence.

Use Printer Fonts for all True Type Fonts—is enabled if printer fonts are to be used instead of True Type fonts when the threshold size is met or exceeded. This option is disabled if Use Substitution Table is enabled.

Use Substitution Table—is enabled if the substitution table is to be used to send fonts to the printer when the threshold size is met or exceeded. The substitution table is not available if Use Printer Fonts... is enabled.

Run AGFA Font Manager—opens the AGFA Font Manager dialog box.

Restore Defaults—restores all default values for the Fonts tab.

PRINTING

The GL-1020 controller supports printing from Windows®, Macintosh, and Unix applications.

The GL-1020's PCL6 and PostScript Level 3-compatible print drivers allow you to define document properties from the orientation and print quality of your pages, to complex finishing options such as booklet layout and multi-position stapling.

The PCL6 printer driver also supports documents created for PCL5e devices.

You can enhance printed documents with image overlays and watermarks. Then, by using the Proof Print feature, you can check the output by printing a proof copy before printing an entire multi-copy job.

You can also use the private print feature to hold confidential documents until you enter a personal document password at the copier.

Other features include scheduled printing and print profiles, which allow you to set specific property settings that can then be assigned to document profiles. This means that future jobs can be configured with a click of the mouse.

This chapter describes how to set up print jobs and use the printer's basic and advanced document production and assembly options. Where applicable, it gives instructions for printing from workstations using the Windows®, Macintosh and Unix operating systems. However, not all features are supported on all platforms.

INTRODUCING PRINT PROPERTIES

Print properties are the attributes you set to define the way a print job is processed. For example, the private print and proof print properties determine how the copier manages your print job.

The printer drivers properties are located on property pages.

To reset properties, see *Restoring Default Property Settings* on page 91.

Printer Versus Document Print Properties

Some properties are specific to the printing device, while others apply only to the document being printed. Printer-specific properties include such options as hardware sharing and port attributes.

Document properties include orientation, duplex mode, watermarks, resolution, and stapling. These determine the document's appearance when printed.

Setting Print Properties

There are two ways to set properties:

- Through the operating system's control panel or Printer's folder
- Within the application you are printing from

Print properties set in the operating system remain in force until you change them. By contrast, those properties set within an application apply to the current document only. When you close the application, the print properties you set are lost.

Application Properties Take Precedence

Setting properties in the operating system is a good way to use print properties that your application does not support. The options you set in the application override any options selected using the operating system.

For example, most applications allow you to define the page orientation using a Page Setup or similar dialog box. If you choose Portrait orientation in Page Setup, and Landscape orientation through the operating system, don't be surprised when the document prints with Portrait orientation.

About Print Profiles

Print profiles can simplify setting print properties when you print the same type of document over and over again. Defining a print profile, and then selecting it, automatically configures the driver to produce the output you expect.

For example, you might create a print profile that defines the required settings for printing an 8 ½-x-11-inch signature booklet, saddle stitched, with a printed cover and a watermark that reads "Original." A print profile of this type would save you from resetting several properties each time you produce this kind of document.

To create print profiles using applications for the Windows® operating system, see *Using Print Profiles* on page 157.

Restoring Default Property Settings

To return to factory-default settings, click **Restore Defaults** on any of the property pages.

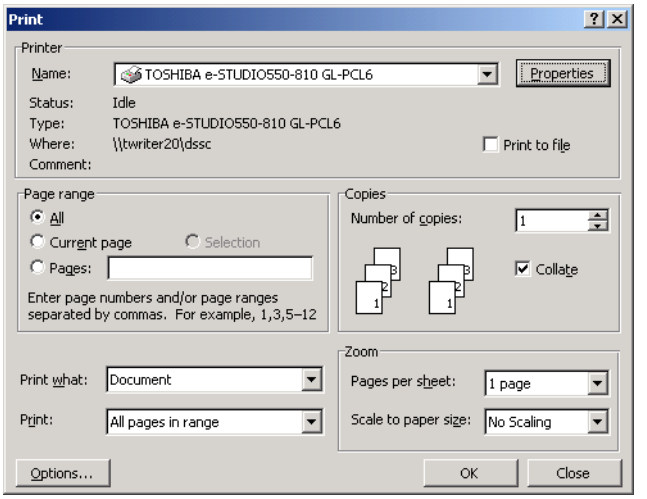
Printing From Applications For Windows® Operating Systems

In most Windows® applications, you can print an open document to the network-connected TOSHIBA e-STUDIO550/650/810 copier.

1 Choose **Print** from the File menu.

Note: For the specific menu path and option for printing from your application, refer to the application's printed documentation and online help.

2 Select the GL-1020 from the list of printers.



Sample Print window (Microsoft® Word)

3 To print, click **OK** (or the equivalent button in your application).

Printing from a Macintosh Application

To enable printing to the GL-1020 controller from a Macintosh application, you must install the TOSHIBA PPD (PostScript Printer Description) file on your workstation. The PPD file extends the standard LaserWriter8 driver functionality to include printing to the GL-1020.

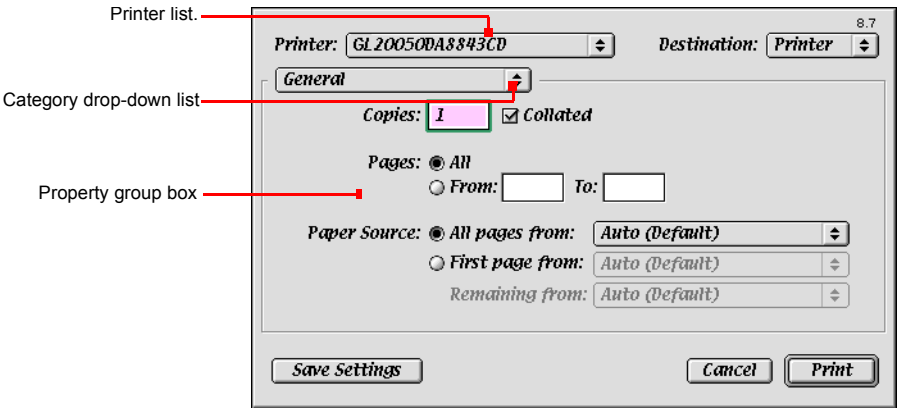
Note: The LaserWriter 8 driver ships with the Macintosh Operating System and should be installed already on your computer.

For more information about installing the PPD file and configuring the printer, please refer to *Installing Macintosh PPD Files* on page 37.

To access the Macintosh Print window:

1 Choose **Print** from the File menu.

The Print window opens.



Sample Macintosh Print window

2 Select the GL-1020 from the Printer list.

3 To set a document property, select a category from the drop-down list.

The property group box displays the settings for that category.

4 To set additional printer-specific properties, select another category.

Save settings saves the current settings so you don't have to set options next time you print.

5 Click **Print**.

Printing from Unix Applications

To print a file, use the `lp` command with `-o` *`option`* to specify various printer-specific options on the command line.

Use the `man net_GL1020` command to view the online document that describes the options and parameters you can set using the `lp` command.

Your application software sends all options to the controller at the start of a print job so, if the print file contains its own commands, they may override the `lp` options.

> Note: This Unix instructions in this chapter describe how to use Unix printing services for SPARC platforms running Solaris v2.5x, 2.6 or 7.0, or PA-RISC platforms running HP-UX or RS6000 platforms running IBM or Linux.

BASIC PRINTING OPTIONS

The system's PCL6 and PostScript Level 3-compatible print drivers allow you to define document properties for each job, such as orientation, print quality, booklet layout, and multi-position stapling (if your unit has finishing options).

The printer drivers assume preset values for each document property. Since most people don't need to set the more advanced properties, this topic provides procedures for basic printing tasks.

> Note: TOSHIBA recommends you set document properties only if the function is not available through your application settings. Application-level settings always override driver-level settings.

Normal Printing

In most applications for Windows® operating systems, you can print an open document to the network-connected TOSHIBA e-STUDIO550/650/810 copier.

Documents are usually printed as soon as the copier is available. The Job Type on the Setup tab (applications for Windows® operating systems) controls when a document prints.

Setting the Page Orientation

1 Click the **Setup** tab.

2 From the Orientation drop-down box, choose **Portrait** or **Landscape**.

The print preview icon indicates the currently selected setting.

Setting Collation Options

Collation refers to the way a multi-page, multi-copy job is assembled. It can be either grouped by page or sorted into sets.

1 Click the **Setup** tab.

2 From the Copies group box, make your selection. Your options are:

Grouping copies—prints the entire number of copies for each page printed. This option is also knows as “uncollated” mode.

Note: This control is disabled if Stapling is enabled.

Sorting copies—prints all pages of a job and sorts them into the number of sets specified in the Number of Copies field.

Note: This control is disabled if Stapling is enabled.

Setting the Output Destination

The Destination is the copier tray that receives your job.

1 Click the **Setup** tab.

2 From the Destination drop-down list, choose the output tray

Printing in Standard Mode

Documents are usually printed using what the printer driver refers to as standard layout, which means one page per piece of paper. Other layout options are book format and multiple pages per sheet.

To select standard printing mode:

1 Click the **Layout** tab.

2 Navigate to the Document Layout group box and then click **Standard**.

Printing Single-Sided Documents

To select single-sided printing:

1 On the Document properties window, click the **Setup** tab.

2 From the Duplex drop-down list, choose **None**.

If the Duplex options are grayed out (cannot be selected), booklet printing may be enabled. Go to the **Layout** tab and make sure Document Layout option is set to Standard.

Printing Double-Sided Documents

Double-sided printing, called *duplex printing*, allows you to print documents on both sides of the paper with a choice of short or long binding edge.

Duplex options are disabled when you select Book Format on the **Layout** tab, as duplex long edge printing options are implicit in that mode.

Select the Long Edge duplex option to produce a document printed along the vertical binding edge. When the document is assembled, the pages turn left to right (also known as Booklet Mode).

Select the Short Edge duplex option to produce a document printed along the horizontal binding edge. When assembled, the pages turn top to bottom (also known as Tablet Mode).

You may be able to rotate the text through 90 degrees so that the Short Edge duplex option produces a booklet in landscape format.

Printing Double-Sided Documents in Applications for Windows® Operating Systems

1 On the Document properties window, click the **Setup** tab.

2 Select either **Short Edge** or **Long Edge** from the Duplex drop-down list.

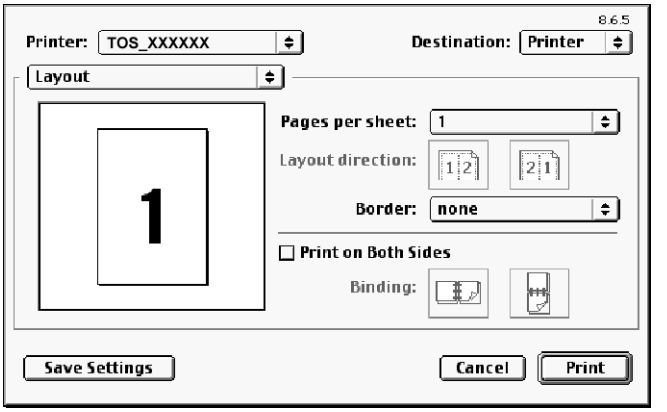
3 Click **Apply** to accept the settings and continue making selections from other tabs or click **OK** to close the Properties window.

4 Click **OK** to begin printing.

Printing Double-Sided Documents on the Macintosh

1 Choose **Print** from the File menu.

2 Choose the **Layout** properties category.



Sample Macintosh Layout Properties window

3 Check the **Print on Both Sides** box to enable duplex printing.

4 Choose the way you want to bind the document: in Booklet Mode or Tablet Mode.

5 Click **Save Settings** to continue setting print options or click **Print** to begin printing.

Printing double-sided documents in Unix

To duplex print along the short edge, enter the following command:

```
lp -0 duplex=short filename
```

To duplex print along the long edge, enter the following command:

```
lp -0 duplex=long filename
```

CONTROLLING GL-1020 OPERATION

You can perform the following functions from the copier's LCD touch screen to control GL-1020 operation:

- Turn the controller offline
- Print test pages
- Reboot the controller
- Shut down the controller

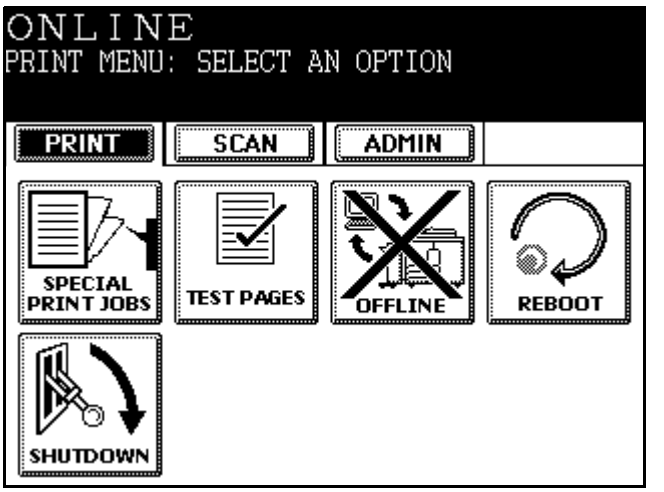
Taking the Controller Offline

The controller must be online to perform network printing functions. By turning the controller offline, you prevent users from printing to the device.

1 Press **PRINTER/NETWORK**.

2 Press the PRINT tab.

The main Print menu opens.



Sample Print menu screen on copier control panel

3 To take the controller offline and disable printing, press OFFLINE.

The printer remains offline until you enable it manually.

Printing Test Pages

There are three types of test page you can print to discover the controller's current settings.

- Configuration page lists the controller and network settings
- PCL font list shows all PCL printer fonts installed on the controller
- PS3 font list shows all PostScript (level 3-compatible) fonts installed on the controller

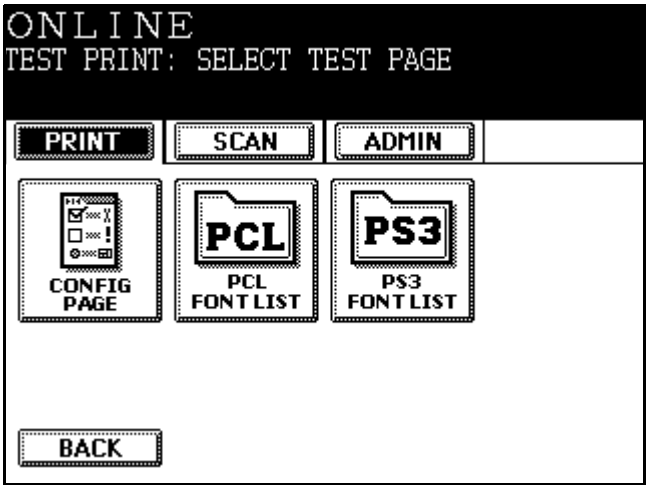
You can select only one test page to print at a time.

1 Press **PRINTER/NETWORK**.

2 Press the PRINT tab.

The main Print menu opens.

3 Press TEST PAGES to display the Test Print menu.



Sample Test Print screen on copier control panel

4 Press the soft key corresponding to the type of test page you want to print: CONFIG PAGE, PCL FONT LIST, or PS3 FONT LIST.

5 After printing test pages, press BACK to return to the main Print menu.

Rebooting the Controller

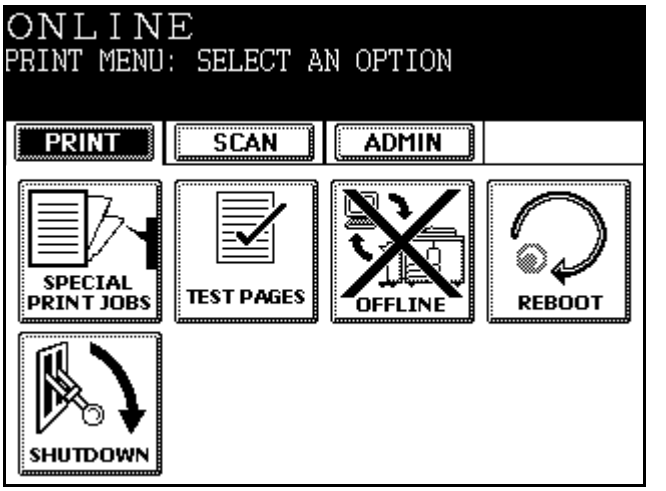
It is sometimes necessary to reboot the controller before new settings can take effect. At other times, you may need to reboot the controller to synchronize communication with the copier again. If possible, avoid rebooting the controller by physically resetting it.

The preferred way to reboot is as follows:

1 Press **PRINTER/NETWORK**.

2 Press the PRINT tab.

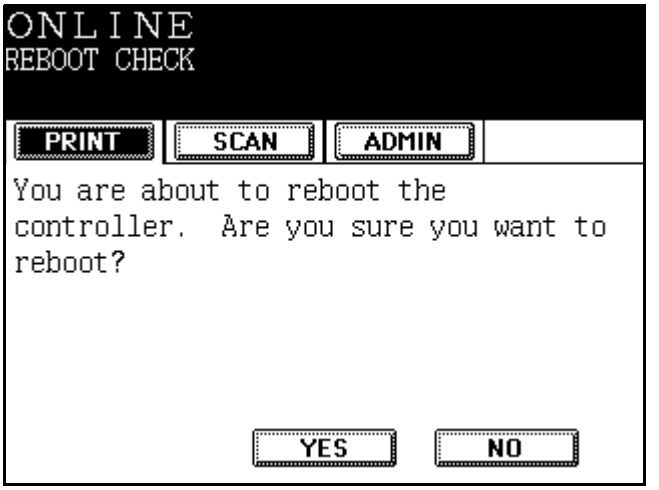
The main Print menu opens.



Sample Print menu screen on copier control panel

3 Press REBOOT.

A confirmation message appears.



Sample Reboot Check screen on copier control panel

4 Press YES to proceed.

The controller goes offline while rebooting and the LCD touch screen displays first `Shut-down in progress` and then `Starting Controller. Please wait.` When the controller comes back online, you can resume network and printing functions.

Rebooting procedure if all else fails

If you can't reboot the preferred way, do the following:

1 Press **PRINTER/NETWORK**, holding down the button for at least 10 seconds.

2 Press **START**.

The controller reboots.

Warning! Do NOT reboot the controller unless absolutely necessary. Any job currently being processed will be lost during the rebooting process.

Shutting Down the Controller

Gracefully powering down the TOSHIBA Network Document Processing System begins with shutting down the controller from the copier's control panel. After you have shut down the controller, you can safely power off the copier.

> Caution! Do NOT power off the controller by pressing the controller's power switch for three seconds or more since this may damage the controller's hard disk or corrupt its software.

Instead, power down the controller from the copier's LCD touch screen, using the ShutDown function.

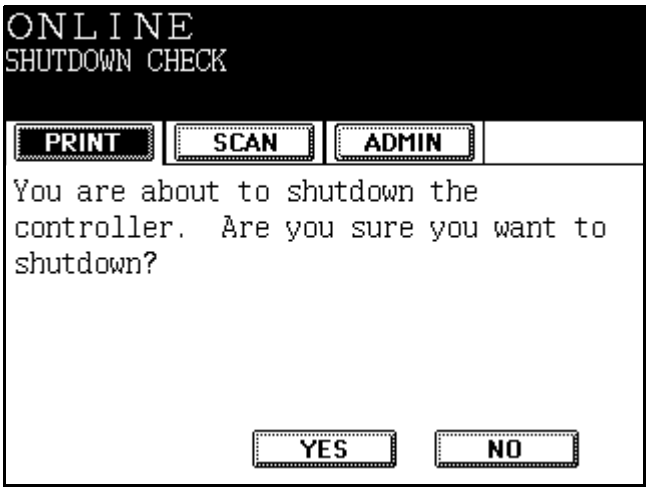
1 Press **PRINTER/NETWORK**.

2 Press the PRINT tab.

The main Print menu opens.

3 Press SHUTDOWN.

TopAccess prompts you to confirm your request.



Sample Shutdown Check screen on copier control panel

4 Press YES to proceed.

To restart the controller, turn on its power switch.

MONITORING THE PRINT QUEUE

From the copier's LCD touch screen, you can manage scheduled jobs, private print jobs, proof print jobs and TopAccessComposer jobs.

About Print Queues

The information in this section applies to all types of print jobs.

Accessing a Print Queue

To select a print queue, perform these three initial steps:

1 Press **PRINTER/NETWORK**.

2 Press the PRINT tab.

3 Press SPECIAL PRINT JOBS.

Then continue with the instructions in the relevant managing jobs section.

Scrolling Through a Queue

Each print job screen has scroll arrows at the right hand side.

Press the up- and down-arrow soft keys to scroll through the jobs in the list one at a time.

Use the double-arrow keys to move from page to page of listings.

Status Messages

"`Document has printed successfully`"

The job you sent to the controller printed without error. You may retrieve the print job from the copier.

"`Private print document is being held`"

Your private print job has been spooled to the controller without error. You can now go to the copier to release the job for printing. You must enter the correct document identification number (DIN) to print the job.

"`Document has been cancelled`"

The job you submitted for printing has been cancelled either at your request or because the time-out interval was exceeded.

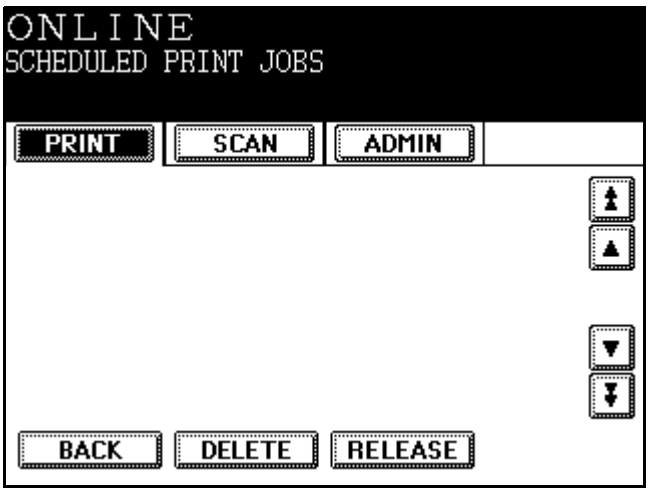
Managing Scheduled Jobs

You can view the list of scheduled jobs, delete jobs from the list, or release a job from the queue and print it immediately.

Viewing the Scheduled Jobs Queue

To display the list of pending print jobs and their status:

1 In the Special Print Jobs screen, press SCHEDULED PRINT JOBS.



Sample Scheduled Print Jobs screen on copier control panel

2 When you have finished viewing the list, press BACK to return to the main Print menu.

Deleting Scheduled Jobs

To remove a scheduled print job:

1 In the Scheduled Print Jobs screen, scroll to the job you want to delete.

2 Press DELETE.

A confirmation message appears.

3 Press DELETE again to remove the job from the print queue.

4 Press BACK to return to the main Print menu.

Releasing Scheduled Jobs

To print a job now, instead of at the scheduled time:

1 In the Scheduled Print Jobs screen, scroll to the job you want to print.

2 Press RELEASE.

3 Press BACK to return to the main Print menu.

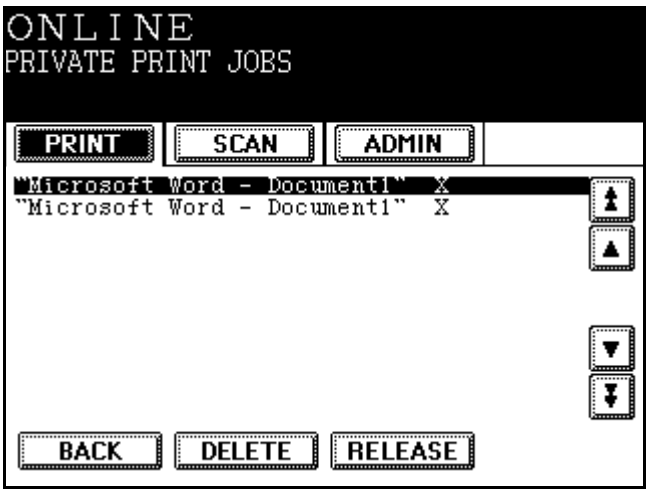
Managing Private Print Jobs

You can view the list of private print jobs, delete jobs from the list, or release a job for printing.

Viewing the Private Print Queue

To display the list of pending private print jobs and their status:

1 In the Special Print Jobs screen, press PRIVATE PRINT JOBS.



Sample Private Print Jobs screen with print job selected

2 When you have finished viewing the list, press BACK to return to the main Print menu.

Deleting a Private Print Job

1 In the Private Print Jobs screen, scroll to the job you want to delete.

2 Press DELETE.

A confirmation message appears.

3 Press DELETE again to remove the job from the print queue.

4 Press BACK to return to the main Print menu.

Releasing a Private Print Job

1 In the Private Print Jobs screen, scroll to the job you want to release for printing.

2 Press RELEASE.

The Enter Document Password screen opens.

Sample Enter Document Password screen on copier control panel

3 Use the control panel's numeric keypad to type the four-digit document identification number and press OK.

If the number you entered is correct, the job is released to the current jobs print queue. Once the private print job becomes a current job, you manage it like any other current job.

If you don't know or cannot remember the document password, you must delete the job from the private print jobs queue and resubmit the job.

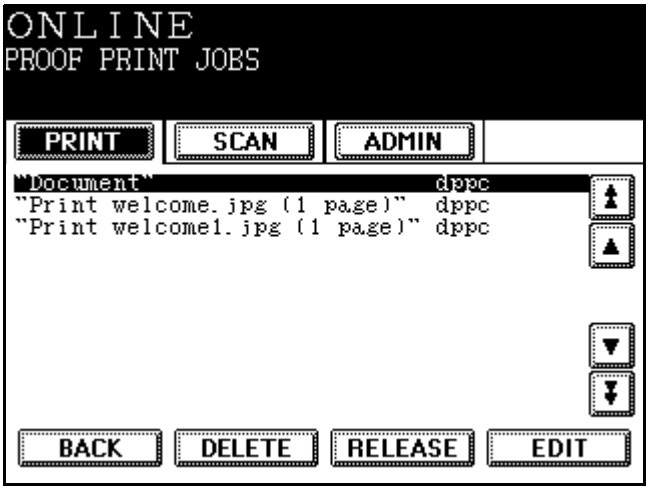
Managing Proof Print Jobs

You can view the list of proof print jobs, delete jobs from the list, or release a job from the queue and print the remaining copies.

Viewing the Proof Print Jobs Queue

To display the list of pending proof print jobs and their status:

1 In the Special Print Jobs screen, press PROOF PRINT JOBS.



Sample Proof Print Jobs screen with print job selected

2 When you have finished viewing the list, press BACK to return to the main Print menu.

Deleting a Proof Print Job

1 In the Proof Print Jobs screen, scroll to the job you want to delete.

2 Press DELETE.

A confirmation message appears.

3 Press DELETE again to remove the job from the print queue.

4 Press BACK to return to the main Print menu.

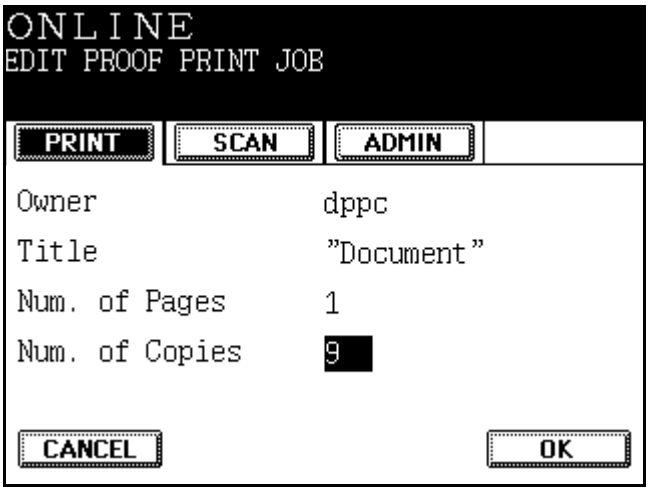
Releasing a Proof Print Job

To print the remaining copies of a proof print job:

1 In the Proof Print Jobs screen, scroll to the job you want to print.

2 Press RELEASE.

3 The Edit Proof Print Job screen opens.



Sample Edit Proof Print Job screen on copier control panel

4 The original number of copies selected to print, minus the proof print copy, appears in NUM. OF COPIES. If necessary, change the number of remaining copies using the numeric keypad.

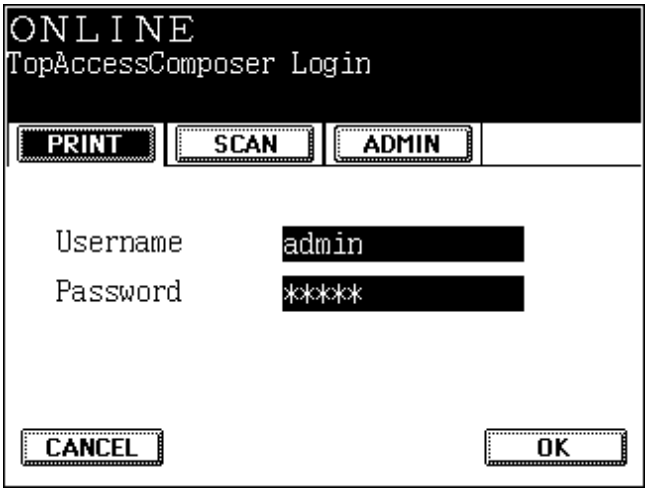
5 Press OK to send the remaining copies to print.

Managing TopAccessComposer Jobs

You can set print properties and print TopAccessComposer jobs from the copier's LCD touch screen.

Releasing TopAccessComposer Jobs

1 In the Special Print Jobs screen, press TA COMPOSER to display the TopAccessComposer Login screen.

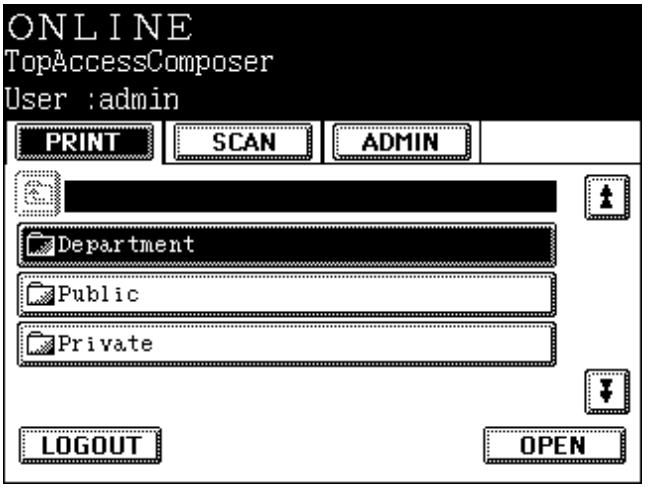


Sample TopAccessComposer Login screen on copier control panel

2 To access the Department or Private folder, type your user name and password and press OK.

To access the Public folder only, press OK without entering a user name or password.

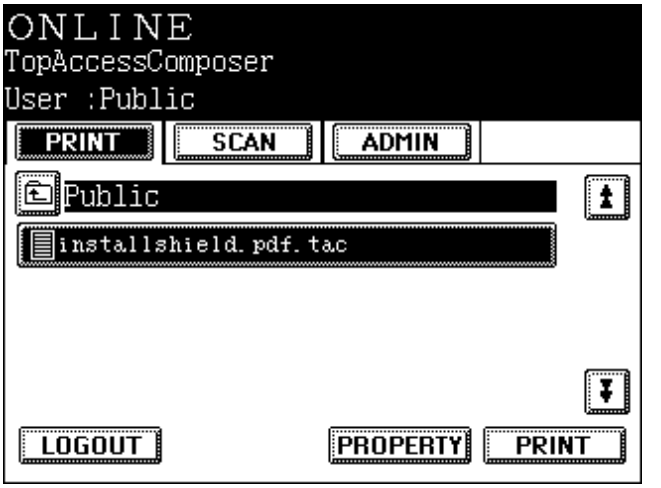
The TopAccessComposer folder screen opens.



Sample TopAccessComposer folder screen on copier control panel

3 Press the folder containing the print queue you want to view, and press OPEN.

The folder contents screen opens.

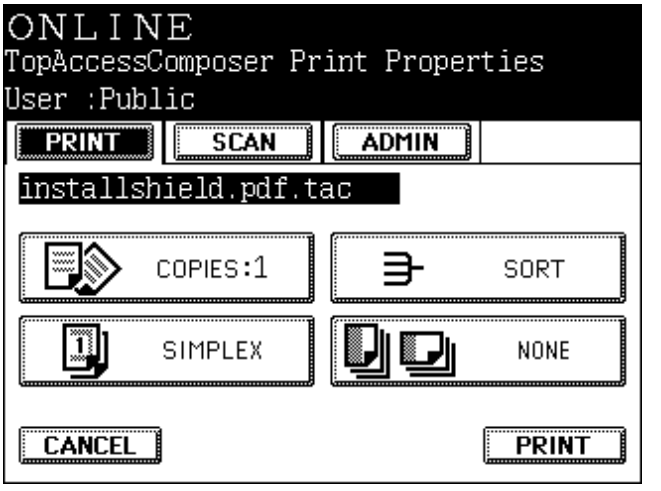


Sample TopAccessComposer screen with print job selected

4 Scroll to the job you want to print.

5 To change the print properties, press PROPERTY.

The TopAccessComposer Print Properties screen opens.



Sample TopAccessComposer Print Properties screen on control panel

6 Modify the print settings and press PRINT.

7 Press LOGOUT to return to the TopAccessComposer Login screen.

CREATING AND USING DEPARTMENT CODES

The e-STUDIO550-810 Electronic Document Processing System uses counters to keep track of the number of pages printed, copied, and scanned. It displays these statistics as totals or by department.

Each department has a name and a corresponding five-digit code. With the department code feature enabled, if you enter a department code when using the printer drivers, the controller adds the number of printed pages to the counter for that department. When no department codes exist, the system assigns all prints, copies etc. to a default department called UNDEFINED.

If the department code feature is enabled, the administrator may enable department code enforcement from TopAccess. If the department code feature is disabled, the department code enforcement option is grayed out.

When enabled, this option requires all users to enter a valid department code to print to the controller.

> Note: There is no enforcement of department codes in Unix filters, Macintosh PPD files or raw print jobs.

Enabling Department Codes

You enable or disable the department code feature from the copier's control panel. You cannot enable the feature until you have created at least one department code. The administrator can use TopAccess to see whether the department code feature is enabled.

Creating the Master Department Code

You create department codes from the copier's control panel or by using TopAccess. The first department code must be created through the copier's control panel. It becomes the master department code. The person in possession of this code has access to all other codes.

Once the master department code exists, you can create, edit or delete other department codes from the copier's control panel or using TopAccess. For more information on creating department codes from the control panel, see the *Operator's Manual for Copier Functions*.

Creating Additional Department Codes

1 In TopAccess, click the **Counters** tab.

2 Click the Copy/Print submenu.

3 In the "Enter a department code to access department counters field," enter the master department code.

4 Click **Enter**.

5 Click **New**.

The Add new department code window appears.

6 Enter the new department code and the new department name.

Note: The system supports a maximum of 150 department codes.

7 Click **OK**.

Displaying Print and Copy Totals

Regardless of whether the department code feature is enabled, you can click the *Counters* tab to display print and copy totals.

Department Code Functionality

There are three possible cases:

- Department code feature is disabled
- Department code feature is enabled, but enforcement is not
- Both the department code feature and the enforcement option are enabled.

Department Code Feature is Disabled

In this case:

- The controller ignores any department codes submitted with a print job and does not prompt you to enter the code. This goes for all jobs, including "raw" and non-Windows® operating system jobs.
- In the printer drivers, the Department Code label and Edit field are disabled.
- In TopAccess, the Enforce Department Codes option is grayed out.

Only the Department Code Feature is Enabled

If the department code feature is enabled but enforcement is disabled:

- In the printer drivers, the controller enables the Department Code label and Edit fields.
- If you enter a department code, the controller reports the code to the copier and includes it in the print job, but does not check the code's validity.

  Similarly, if a Macintosh, Unix or raw print job includes the department code, the code isn't checked.
- In Top Access, the Enforce Department Codes option is available.

Valid Department Codes

If the department code is valid, the system increments the appropriate department counter.

If you enter a valid department code other than the master department code, TopAccess displays the counter totals for the department. You cannot change any counters.

If you enter the master department code, TopAccess displays the counter totals and the counters for all departments. You can reset the counters of any department, but you cannot change the total counters. You can also delete any department and its code.

You can export the displayed counter information to a .CSV file.

Invalid Department Codes

In TopAccess, if you enter an invalid department code you are prompted to enter a valid code.

In the printer drivers, if you supply an invalid department code, the system increments the UNDEFINED department counter.

Both Department Code and Enforcement are Enabled

If both the department code feature and the enforcement option are enabled:

- In the printer drivers, you *must* enter a department code. The controller not only reports the department code to the copier, but also confirms its validity with the copier.
- If the code is valid, the controller queues the job for printing.

- In TopAccess, the administrator may disable department code enforcement.

Valid Department Codes

The system handles these in the same way as when enforcement is disabled. See *Valid Department Codes* on page 113 for details.

Holding Jobs with Invalid Department Codes

If the department code is invalid, the controller puts the job on hold in the Invalid Department Code (IDC) queue. The IDC job icon is enabled on the copier's LCD touch screen. Press it to see the list of all jobs with invalid department codes.

The controller processes Macintosh, Unix and raw print jobs that lack a valid department code as IDC jobs.

TopAccess adds a submenu for IDC jobs, called Invalid, to the Print Jobs tab.

Releasing IDC Jobs

To release for processing jobs held in the IDC queues, enter a valid department code or the master department code at the copier's control panel.

After release, the controller queues the job for printing.

Purging Unreleased IDC Jobs

The controller purges unreleased IDC jobs according to the "Number of days to save Private, Proof & Invalid Print Jobs" entry in TopAccess and recorded in the jobs log.

Processing TopAccessComposer Jobs

TopAccessComposer and TopAccessComposer Print jobs also require a valid department code. If the code is invalid, the controller processes the TopAccessComposer portion of the job normally and stores the document in TopAccessComposer. It treats the Print portion of the job as an IDC job.

DOCUMENT PROPERTIES IN THE WINDOWS® OPERATING SYSTEM

Each tab on the print properties dialog box opens a property page containing settings that control how your document is processed. The following topics summarize the contents of each property page, which for the most part are the same for both PostScript and PCL drivers.

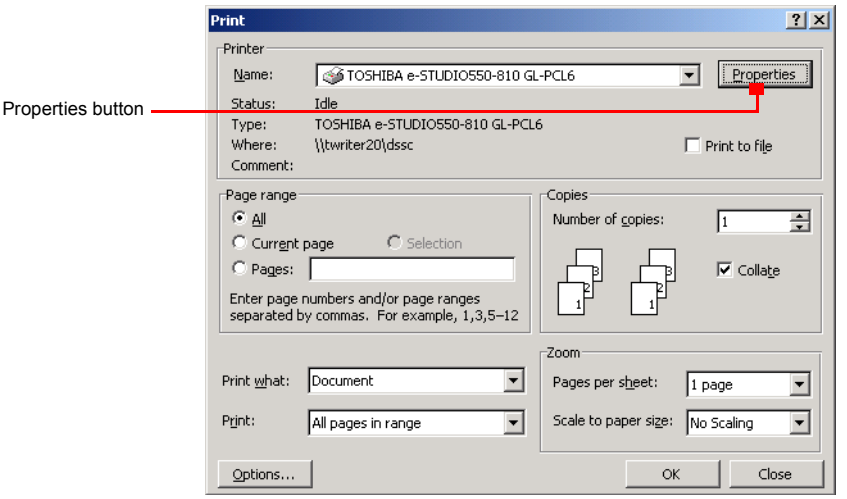
PCL6 Quality Properties

Accessing Document Properties from an Application

To access the Print properties window from the print dialog box in your application:

1 Select the GL-1020 from the list of printers.

Your application displays its print dialog box, for example, Microsoft Word displays the following print dialog box:



Sample Print window (Microsoft® Word) with PCL driver selected

2 Click **Properties**.

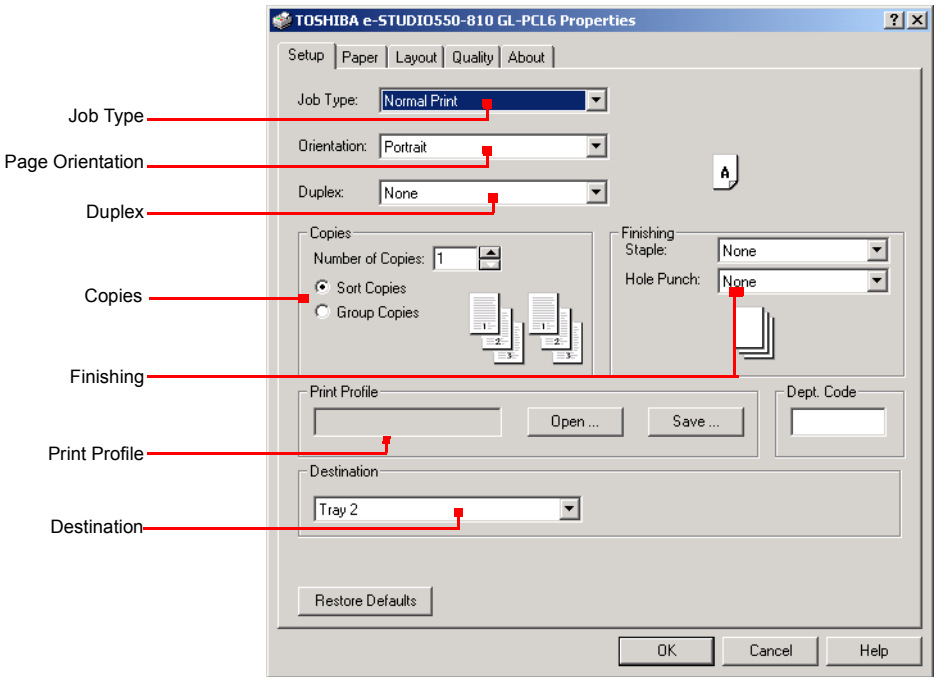
The program displays the Document properties window.

Note: Depending on the application you are printing from, you may have to access printer properties from “Setup” or “Options” instead. Consult your applications’ documentation if you are unsure.

Setup Properties

The Setup Properties page contains basic print operation settings, such as job type, page orientation, and duplex options. This page

also provides access to collation and finishing options, and allows you to define print profiles.



Sample Document Setup Properties page

Job Types

Job Type selects the way the controller handles a print job. You can also press Alt + J to access job types.

Normal print—sends print jobs to the printer immediately. This job type requires no special handling and is the most frequently used type.

Scheduled print—lets you specify the time and date to print a job.

The Setup page changes when you choose to schedule printing for later. Clicking Edit opens the dialog box for changing the date and time.

Date—shows the date based on the regional settings in your operating system. The drop-down arrow opens a calendar from which you can easily select a date. You can also press Alt + D.

Time—provides a place to change the time. You can also press Alt + T.

Private print—requires that you enter a five-digit Document Identification Number (DIN) at the copier front panel to release and print the job.

When you select Private Print, the Setup page includes a box for you to define the DIN. You must enter leading zeros for number smaller than 10,000. You can also press Alt + I.

Proof print—prints the first of a multi-copy job, then awaits your approval before printing remaining copies.

Print to Image Overlay File—prints an image to file that you can superimpose on other documents.

An Image overlay is a captured image the controller incorporates into a document when it prints. In addition to serving as a watermark, an image overlay can include graphics as well as text.

When you select this job type and click OK, the printer driver prompts you to save the image file.

If you select an overlay with a multiple-pages-per-sheet job (n-up printing), the controller prints only one overlay per physical page, as opposed to printing the overlay on every single miniature page.

If you select an overlay for a multiple-page job, the controller uses only the first page of the document in the overlay.

> Note: Access to the operating system's registry is required for the driver to save overlay files. Overlay creation may not be available if the printer driver was downloaded from the controller. This is because the driver has limited permission and cannot access the registry.

TopAccessComposer—sends the print job to the TopAccessComposer storage area on the controller. You can store the document in the public, private or department folders.

If you choose TopAccessComposer, the driver removes irrelevant options, such as number of copies, sort options and destination tray. All print options available for normal printing are available for TopAccessComposer Print with the exception of these options.

The controller stores all TopAccessComposer jobs in the public folder. Administrators and registered users may select a private folder in the TopAccessComposer repository. An administrator can send print jobs to the department folder of the TopAccessComposer repository.

When you select the Department or Private folders, the driver prompts you for the username/Login ID and password. After you click **OK**, the driver verifies your username and password with the TopAccessComposer system.

TopAccessComposer Print—sends the job to TopAccessComposer storage as well as to the copier for printing. You may select the public, private or department folders.

Other Buttons and Fields

Date—is the date and time the scheduled print job will print.

Edit—pops up a Date Time dialog box for changing the date and time of scheduled print jobs. You can also press Alt + E

DIN—displays only if the job is a private print job. You can also press Alt + I.

Orientation—defines the page orientation: Portrait (vertical) or Landscape (horizontal). You can also press Alt + O.

Duplex—selects single-sided or double-sided printing. You can also press Alt + X.

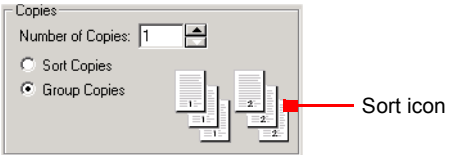
> Note: Selecting Letter Tab or A4 Tab for paper type is only available for simplex printing.
>
> Duplex printing is unavailable on A6 paper supplied in the bypass feeder.

Fragment of the Setup page showing the page icon

Page icon—cycles through the available options for orientation and duplex printing.

Copies—selects collating options. Sort Copies prints complete documents. Group Copies prints all copies of page 1, then all copies of page 2, etc. You can also press Alt + R for sort copies, and Alt + G for group copies.

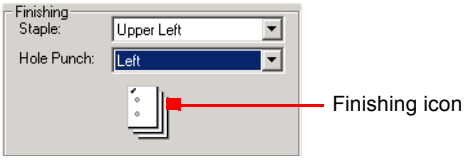
Number of copies—selects the number of copies to print. You can also press Alt + N.



Fragment of the Setup page showing the sort icon

Sort icon—shows the type of sort. This option is disabled if stapling is on. Clicking the icon cycles through the available valid options.

Finishing—depending on the finishing unit(s) installed on the copier, this option selects from among the various finishing options: Staple and Hole Punch. You can also press Alt + T to select stapling and Alt + H to select hole punching.



Fragment of the Setup page showing the finishing icon

Finishing icon—shows the selected stapling and hole punch positions. You cannot click this icon. It shows a representation of the current selection for the staple position, hole punch position or both.

If the staple or hole punch option is not installed, the drop-down list is disabled.

Staple has higher priority than hole punch. Selecting a staple position determines the available hole punch positions. The positions are:

Stapling and Hole Punching Positions

Stapling Option	Available Hole Punch Positions
None	None, top, left
Upper left	None, top, left
Top (double)	None, top
Upper right	None, top
Left (double)	None, left

Print Profile—provides access to a predefined set of driver properties that allow you to auto-configure print jobs.

Open—opens an existing print profile. You can also press Alt + P.

Save—saves the current setup settings in a print profile. You can also press Alt + V.

Department Code—provides a field for entering the five-digit department code. You can also press Alt + C.

Destination—selects the copier tray to which you want to output the print job. You can also press Alt + D. The options are: Tray 1 and Tray 2.

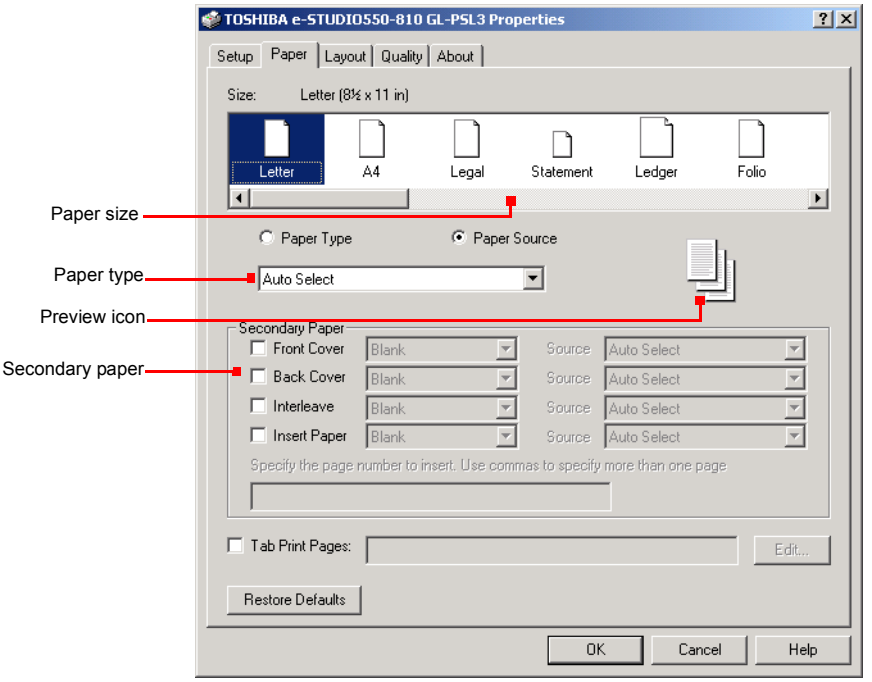
> Note: This list may change or be disabled depending on other options.

Restore Defaults—restores the factory preset Setup properties. You can also press Alt + U.

Document Paper Properties

The Paper Properties page allows you to specify which page(s) will print on which type of paper and to indicate the source cassette for the job.

From the **Paper Properties** page you can also enable the cover printing (front and back), page interleaving, and sheet insertion features.



Sample Paper properties page

Size—provides a list of available paper sizes. Paper sources are:

Paper size	Measurements
Letter	8½ x 11 in
A4	210 x 297 mm
Legal	8½ x 14 in
Statement	5½ x 8½ in
Ledger	11 x 17 in
Folio	210 x 330 mm
A3	297 x 420 mm
A5	148 x 210 mm
B4	257 x 364 mm
B5	182 x 257 mm
Computer	10 1/8 x 14 in
13inch LG	Legal 13 (8½ x 13 in)
8.5SQ	Letter Square (8½ x 8½ in)
A6	105 x 148 mm
8K	270 x 390 mm
16K	195 x 270 mm
Letter Tab	8½ x 11 in
A4 Tab	210 x 297 mm
Postcard	100 x 148 mm
LT on LD	Letter booklet on Ledger
A4 on A3	A4 booklet on A3
B5 on B4	B5 booklet on B4

The last three paper sizes LT on LD, A4 on A3, and B5 on B4 are for booklets only. Selecting a booklet paper size changes the Layout page to book format and disables all secondary paper options with the exception of Front Cover (in blank and duplex).

The Postcard paper size is supported via the bypass feeder. There is no A6 paper cassette. In addition, selecting Duplex on the Setup page disables A6 paper via the bypass feeder.

Short-edge feed works for Letter, A4, B5 and 16K. On the copier these paper size are identified as Letter-R, A4-R, B5-R and 16K-R respectively.

Because the feed orientation of the paper affects the stapling and hole punch positions, you select the paper size and the controller automatically selects the source cassette with the correct feed orientation. You'll notice that source changes to Auto Select.

Two occasions require you to define the paper source:

- The job requires the bypass feeder
- A cassette contains one of the paper sizes for a booklet, and you have selected a booklet paper type.

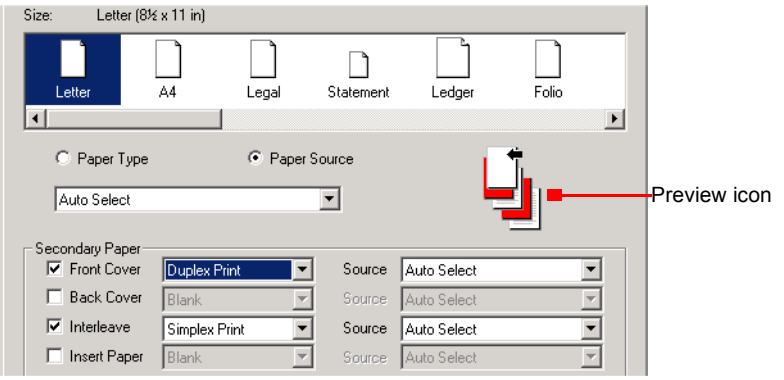
The bypass feeder may be required if the size of the paper in the in the cassette you select is not the same as the document size.

If the cassettes you select contain a paper size for short-edge feed, stapling and hole punch positions may not be available or may be incorrect.

> Note: 8.5SQ is treated as short-edge feed even though both edges are the same size.

If you select the bypass feeder as the paper source, the controller ignores the paper size since the bypass feeder can handle all paper sizes.

Paper Type/Paper Source—shares the list box of types and sources below.



Fragment of the Paper page showing the Preview icon

Preview icon—depicts how the job will be printed with the current settings.

Secondary Paper—allows you to handle exceptional conditions.

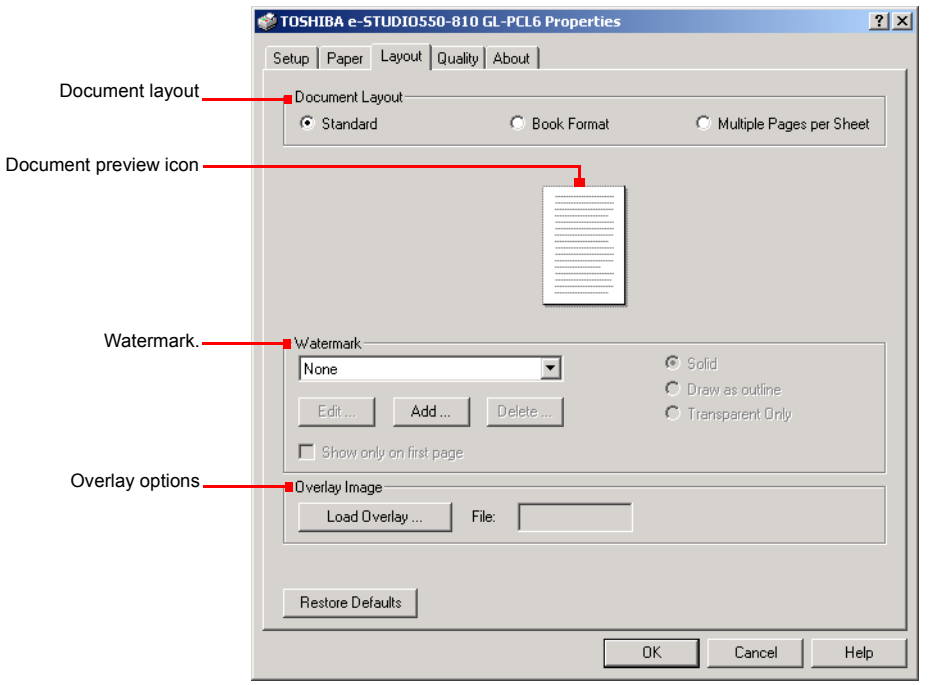
You can select up to two paper sources. Your primary source is generally the paper on which most of the document will be printed. The secondary source provides paper for covers, inserted sheets, and interleaved sheets.

Paper from the secondary source can be blank, printed on one side (simplex) or printed on both sides (duplex).

> Note: Selecting Letter Tab or A4 Tab for paper size, disables the secondary paper source, duplex printing and Book format.

Layout Properties

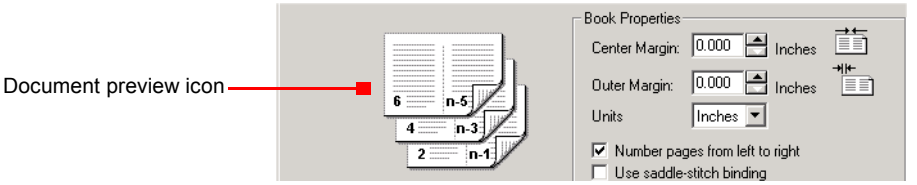
The Layout Properties page allows you to specify sophisticated layout and assembly options such as Book format, N-up (multiple pages per sheet) printing, and superimposing a watermark or image overlay on some or all pages.



Sample Layout Properties page

Document Layout—Select how you want to layout the pages of the document: standard, book format, or multiple pages per sheet.

Note: Selecting Letter Tab or A4 Tab for paper size, disables the book format.



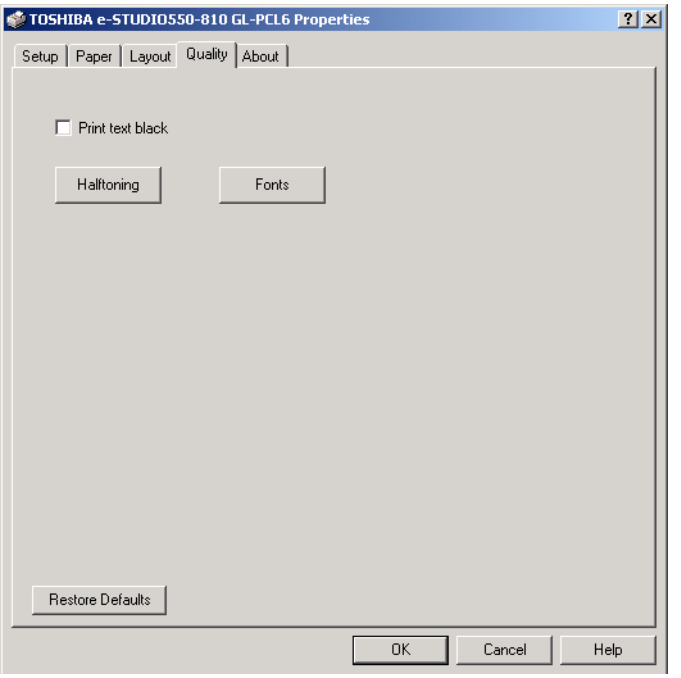
Fragment of the Layout page showing the document preview icon

Document preview icon—depicts how the page will look when printed.

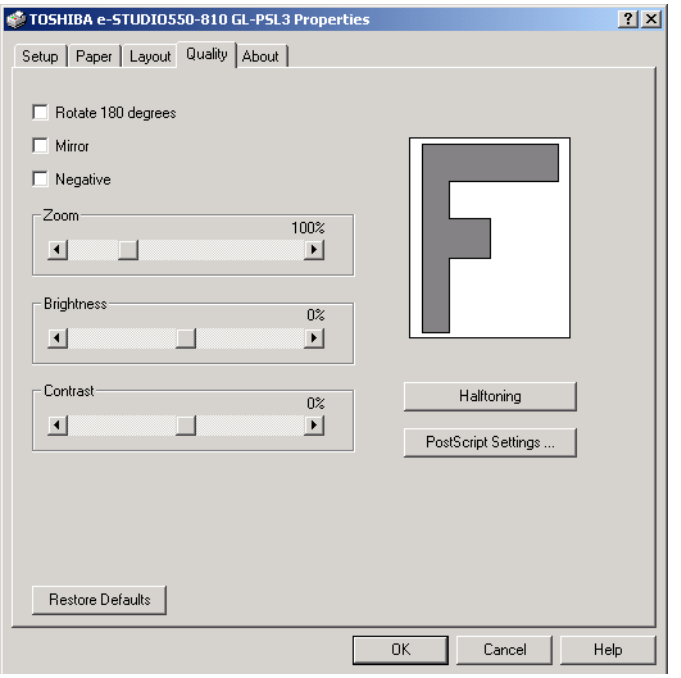
Watermark—Select an existing watermark from the list or click Add to create a new watermark. Watermarks can print with a solid fill, transparent fill, or without any fill (outline).

Overlay Image—Load image overlay files, which you can merge with the current document during printing.

PCL6 Quality page



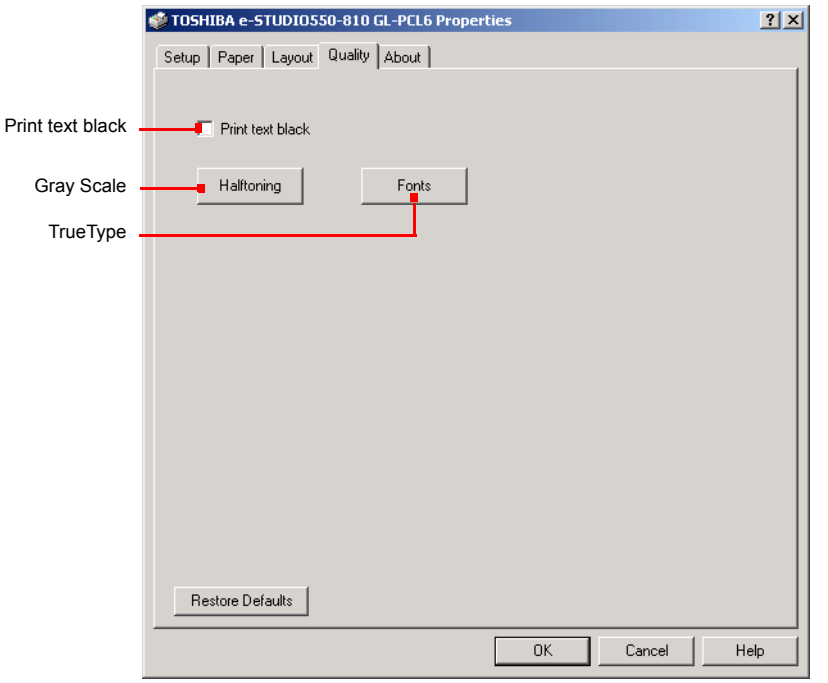
Sample PCL Quality page



Sample PSL Quality page

PCL6 Quality Properties

The print quality options differ depending on whether you are using the PCL6 or PSL3 driver. As a general rule, don't change these settings unless the images in your documents are not printing properly.



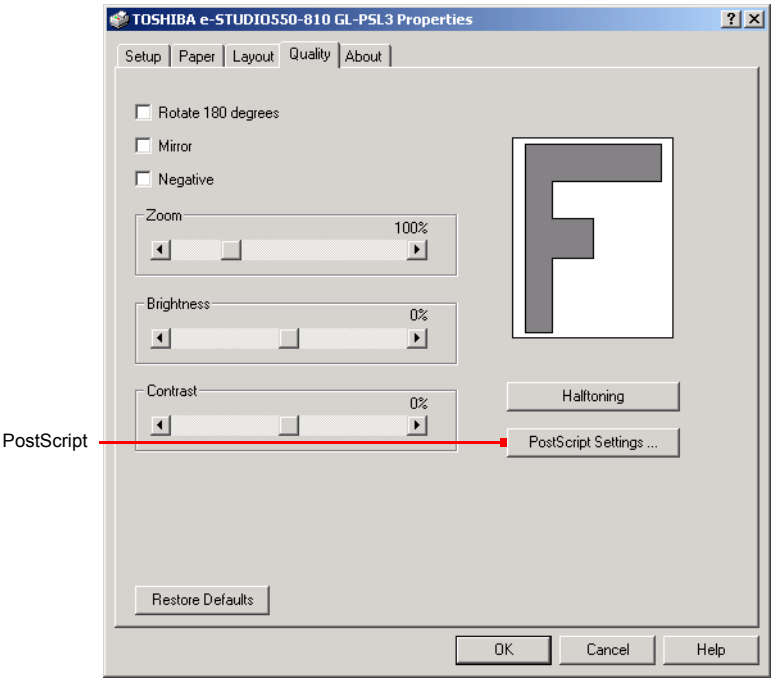
Sample Quality Properties page (PCL6 driver in the Windows® 98 operating system)

Print text black—when colored text is output on a monochrome device, the color is converted to a shade of gray, which may degrade the text quality. To improve readability, you can enable this option.

Gray Scale options—control the brightness and contrast of printed images.

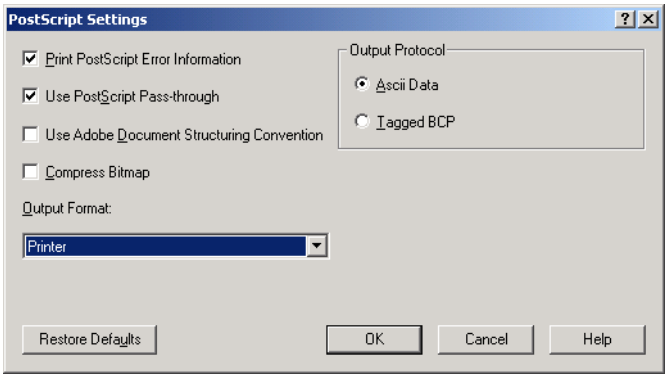
TrueType Fonts—select how you want the GL-1020 to process TrueType fonts.

PostScript Quality Properties



Sample Quality Properties page (PSL3 driver in the Windows® 98 operating system)

Click **Postscript Settings...** from the PSL3 Quality Properties page to access the PostScript dialog box. This allows you to set image quality options for PostScript printing.



Sample PostScript Settings dialog box

Note: Print quality settings allow you to adjust the printed output to enhance or customize the appearance of the printed page. These settings primarily affect output when printing graphic-intensive documents.

Some applications, such as Adobe applications, override the settings. It is recommended you set the driver's print quality settings only if they are not provided by the application.

USING EXTENDED PRINT FUNCTIONALITY

The printer drivers provide these ways to handle a print job: normal, scheduled print, private print, proof print, overlay image file, TopAccessComposer, and TopAccessComposer print.

For a summary explanation of each of these options, see *Setup Properties* on page 115. For procedures, continue reading.

Scheduling Print Jobs on a PC

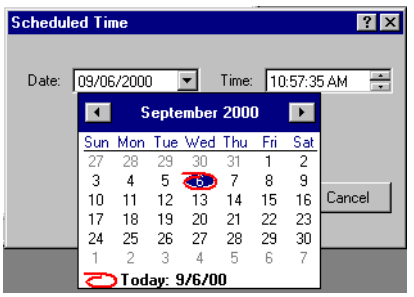
The Print Scheduling feature allows you to specify the date and time to print your job. This can be especially useful for delaying printing until off-peak hours.

1 On the **Setup properties** tab, select **Scheduled Print** from the Job Type drop-down list.

By default, the current date and time is selected.

2 Click **Edit** to postpone printing to another time.

The Scheduled Time window opens.



Sample Scheduled Time window

3 Enter the date and time or click the drop-down box to browse the calendar and select the date.

4 Click **OK** to close the Scheduled Time window.

5 Click **Apply** to accept the settings and continue making selections from other tabs or click **OK** to close the Properties window.

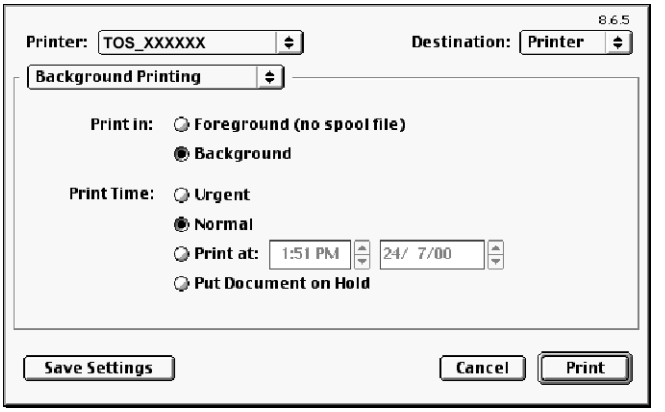
6 Click **OK** to begin spooling the print job to the printer.

The document will be queued to print at the specified time and date.

Scheduling Print Jobs on the Macintosh

1 Choose **Print** from the File menu.

2 Choose the **Background Printing** properties category.



Sample Macintosh Background Printing Properties window

3 From the *Print Time* group, check the **Print at:** option.

4 Enter the time and day you want to print the job, or use the spinner controls to browse to the desired time and day.

5 Click **Save Settings** to continue setting print options or click **Print** to begin spooling the print job to the GL-1020.

The job will not print until the specified date and time.

Confidential Printing on a PC (Private Print Jobs)

The private print feature ensures that sensitive or confidential documents are printed at the network printer only in the presence of the person who sent the job.

Note: You cannot use the private print feature in combination with the proof print feature.

Setting Up a Confidential Document

1 In the **Setup properties** tab, select **Private Print** from the Job Type drop-down list.

2 Enter a five-digit Document Identification Number (**DIN**).

Note: Make sure this is a number you can remember easily, or write it down.

If you forget the **DIN**, you will not be able to print your private document. If this happens, use GL-DocMon or TopAccess to

delete the job from the queue and then resubmit it with a new Document Identification Number.

3 Click **Apply** to accept the settings and continue making selections from other tabs or click **OK** to close the Properties window.

4 Click **OK** to begin sending the print job to the printer.

You can use the GL-DocMon application to monitor the status of the print job from your workstation and determine when it is ready to print.

Releasing the Confidential Job for Printing

Using the private print feature involves two steps:

1 Enter a document password for the job and send it to the GL-1020. This step is platform-specific.

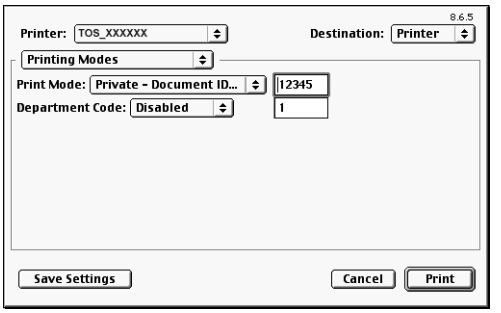
2 From the control panel of the TOSHIBA e-STUDIO550/650/810, release the job for printing. This step is the same for all platforms.

Printing Confidential Documents (Private Print jobs) on the Macintosh

1 Choose **Print** from the File menu.

2 Choose the **Printing Modes** properties category.

3 From the Print Mode drop-down list, choose **Private-Document ID**.



Sample Macintosh private printing window

4 Enter the five-digit Private Document Identification Number (DIN) in the field.

You can enter less than five digits, but the controller expects the preceding digit, which in this case would be zero (0).

5 Click **Print**.

The document is spooled to the GL-1020 for printing.

6 Release the job from the control panel. See *Releasing Print Jobs* on page 164.

Printing Confidential Documents (Private Print Jobs) in Unix

You cannot use the private print feature in combination with the proof print in Unix applications.

1 To print a private document, enter the following command:

```
lp -0 private=din filename
```

where din is a five-digit (numeric) value.

The document is spooled to the GL-1020 for printing.

2 From the control panel of the TOSHIBA e-STUDIO550/650/810, release the job for printing. See *Releasing Print Jobs* on page 164.

Printing a Proof Copy on a PC

The proof print feature prevents costly mistakes by allowing you to check the printed output on a sample copy before printing an entire multi-copy job. Then, depending on whether or not the proof meets your expectations, you can cancel the job or print the remaining copies.

Using the proof print feature involves two steps:

- Print the job to the copier in proof print mode. This step is platform-specific.
- Assuming the proof is satisfactory, release the job for printing from the control panel of the copier.

Note: You cannot use the proof print feature in combination with the private print feature.

1 On the *Setup* properties tab, select **Proof Print** from the Job Type drop-down list.

2 Enter the total **Number of Copies** you want to print.

You can alter this number from the digital copier's control panel after you review the proof copy.

3 Click **Apply** to accept the settings and continue making selections from other tabs or click **OK** to close the Properties window.

4 Click **OK** to begin spooling the print job to the printer.

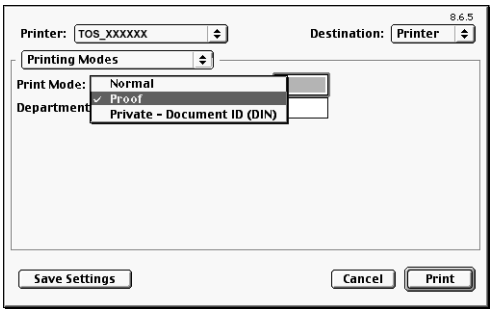
5 Review the proof and decide whether to cancel, edit or print the remaining job.

Printing a Proof Copy on the Macintosh

1 Choose **Print** from the File menu.

2 Choose the **Printing Modes** properties category.

3 From the Print Mode drop-down list, choose **Proof**.



Sample Macintosh proof printing window

4 Click **Print**.

The document is spooled to the GL-1020 for printing.

5 Review the proof and decide whether to cancel, edit or print the remaining job.

6 From the digital copier's control panel, release the job for printing. See *Releasing Print Jobs* on page 164.

Printing a Proof Copy in Unix

1 To print a proof document, enter the following command:

```
lp -0 proof -n value
```

where *value* is the total number of copies you want to print.

2 Review the proof and decide whether to cancel, edit or print the remaining job.

3 From the digital copier's control panel, release the job for printing. See *Releasing Print Jobs* on page 164.

Using Image Overlays

Using image overlays ensures that widely used images are readily available and consistently reproduced. Image overlays are independent documents that are merged into another document during printing and can increase the time for the print job. To superimpose text on your document, it may be faster to use watermarks.

If you use Image Overlays in combination with the N-Up feature, the image overlay is printed once per sheet, not once per page image.

Both the overlay file and the documents on which you will superimpose the overlay image must be created at the same resolution.

Accessing the Image Overlay

If you have already created an image overlay, see *Using the Image Overlay* on page 134.

1 Choose **Print** from the File menu.

2 Click **Properties**.

3 Click the **Setup** tab.

4 Select **Print to Image Overlay File** from the Job Type drop-down list.

5 Click **OK** to print.

The Create Page Overlay window opens.

Creating the Image Overlay

1 Enter a name for the overlay file.

2 Click **Save**.

Using the Image Overlay

1 Open a document and choose **Print** from the File menu.

2 Click the **Layout** properties tab.

3 Click **Load Overlay.**

The Load Page Overlay File window opens.

Sample Load Page Overlay File window

4 Select the preferred overlay file.

5 Click **Open** to close the Load Page Overlay File window.

6 Click **OK** to close the Print Properties window and print the document.

You will be asked to confirm that you want to download the selected overlay.

7 Click **Yes**.

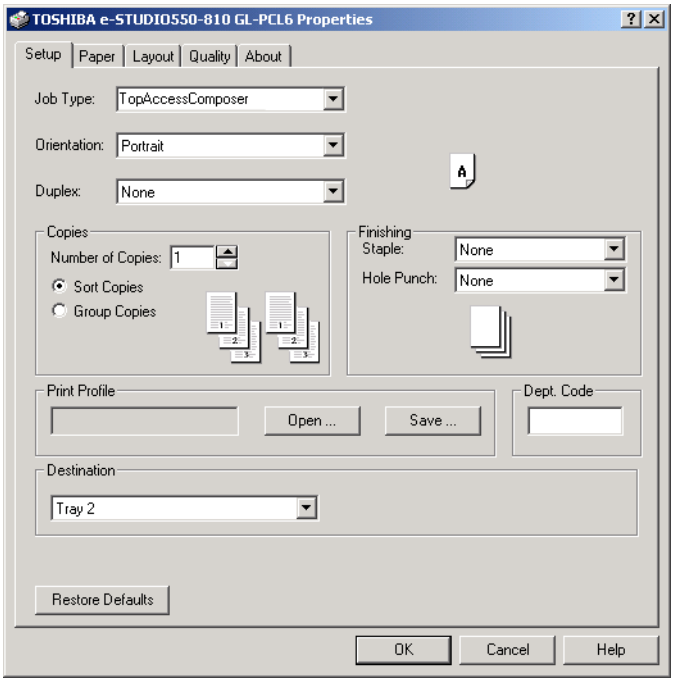
Printing to a File on the Controller

With a GL-1020 printer driver, you can send print jobs from an application for Windows® operating systems to the hard disk on the controller. To do this, you use TopAccessComposer.

1 Open the file or document you want to store in TopAccessComposer.

2 From the File menu, select **Print**.

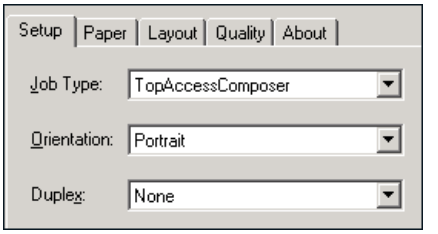
The Print Properties window appears.



Sample Print Properties window

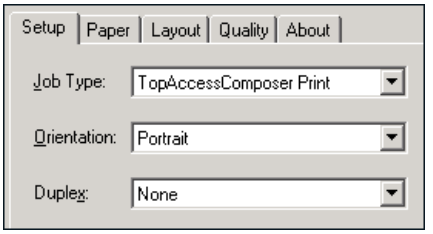
3 In the **Setup** tab:

- To store your document, select **TopAccessComposer** from the Job Type drop-down list.



Sample Job Type drop-down list with TopAccessComposer selected

- To store your document and print a hard copy, select **TopAccessComposer Print** from the Job Type drop-down list.



Sample drop-down list with TopAccessComposer Print selected

4 From the Folder drop-down list, select the folder where you want to store your file.

By default, the system stores the file in the Public folder. The system prompts you to enter your user name and password if you choose a different folder. If the folder is a Private folder and the folder name is the same as a user home Private folder, a new folder with the same name will be created under the user's home folder. For example, Private\Toshibauser \Toshibauser. If the folder name is left blank, no folder will be created and the scanned files will be stored in the user's home folder. For example, Private\Toshibauser.

5 Enter your user name and password, if applicable.

6 Click **OK**.

Your file appears in the specified folder.

LAYOUT AND FINISHING OPTIONS

Setting the Paper Size, Type and Source

The paper size can be specified for both the primary and secondary paper types.

1 In the Document properties window, click the **Paper** tab.

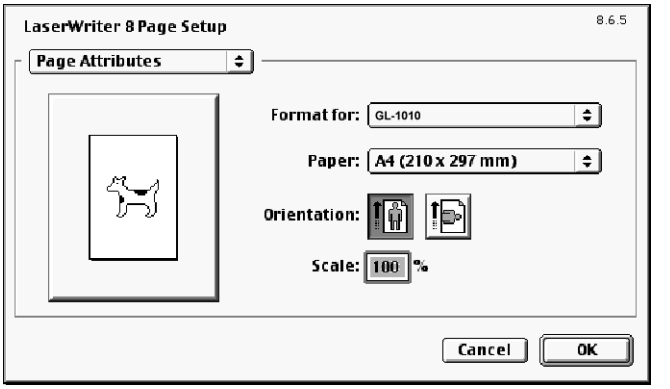
2 Select the primary paper size.

- Click the page size icon at the top of the page. Use the scroll bar to the left or right to browse through the selection panel.
- From the Type drop-down box, select the appropriate paper size and type. From the Source drop-down box, select the appropriate paper source.

Manipulating Images on the Macintosh

1 Choose **Print** from the File menu.

2 Choose the **Page Attributes** properties category.



Sample Macintosh Page Attributes window

3 Enter the percentage by which you want to scale the image. Enter a value greater than 100 to enlarge the image or less than 100 to reduce the image size.

The graphic to the left previews how the page will print with the selected options.

4 Click **Save Settings** to continue setting print options or click **Print** to begin printing.

Interleaving Sheets

The page interleaving feature is useful when you want to insert paper of a different type or from another source between every page of your print job. For example, you could use this option to insert blank, colored sheets between overhead transparencies.

1 Choose **Print** from the File menu.

2 Click **Properties**.

3 Click the **Paper** properties tab.

4 In the **Secondary Paper** section of the dialog box, select **Interleave**.

5 Indicate whether the interleaved sheets should be printed by selecting one of the following options from the drop-down list:

Blank—interleaves with blank sheets.

Simplex—prints on one side of the interleaved sheets.

Duplex—prints on both sides of the interleaved sheets.

6 Select the **Paper** type for the interleaved sheets.

7 Click **Apply** to accept the settings and continue making selections from other tabs or click **OK** to close the Properties window.

8 Click **OK** to begin printing.

Inserting Sheets on a PC

The options sheet insertion unit allows you to insert pages from a different input cassette within a document. You could use this feature to insert a different type of paper (colored or card stock, for example) between the pages of a proposal or manual to create section dividers or tabs.

You can insert sheets anywhere in your document, and choose whether the sheets should be blank or printed.

You cannot use sheet insertion in combination with the N-Up or booklet features. Additionally, the collation option must be set to Collated.

1 Choose **Print** from the File menu.

2 Click **Properties**.

3 Click the **Paper** properties tab.

4 In the **Secondary Paper** section of the dialog box, select **Insert Paper**.

5 To use paper from the optional Inserter unit, change **Source** to **Inserter Unit**.

The driver displays the Inserter Unit Paper Size dialog box.

6 If you're using paper from the Inserter Unit, select the paper size.

7 Indicate whether the inserted sheets should be printed by selecting one of the following options from the drop-down list:

Blank—inserts blank sheets.

Simplex—prints on one side of the inserted sheet.

Duplex—prints on both sides of the inserted sheet.

8 Select the paper source for the inserted sheets.

9 In the input field, enter the page number(s) before which to insert the sheet. For multiple insertions, separate the page numbers with commas.

10 Click **Apply** to accept the settings and continue making selections from other tabs or click **OK** to close the Properties window.

11 Click **OK** to begin printing.

Stapling and Hole Punching without Printing

You can use the inserter unit to staple and punch holes without printing on the paper.

1 Place the paper in the inserter unit.

2 Select hole punch and or staple positions.

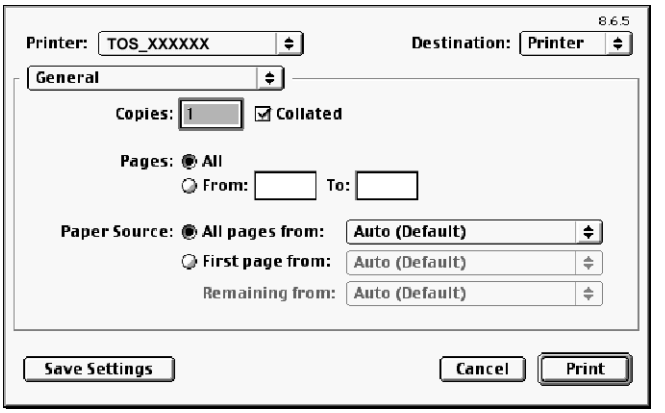
3 Press **START**.

Inserting sheets on the Macintosh

You can only use the sheet insertion feature for the first page of a document. To use the feature to insert tabs in a multi-section document, you must create each section as a separate file.

1 Choose **Print** from the File menu.

2 Choose the **General** properties category.



Sample Macintosh Sheet Insertion window

3 For the Paper Source, click the **First Page From** option and then specify which cassette contains the paper type on which to print the first page.

4 Select the paper source for all other pages from the Remaining From drop-down list.

5 Click **Save Settings** to continue setting print options or click **Print** to begin printing.

Using Tabbed Paper

Using the paper types Letter Tab or A4 Tab, you can print text on precut tabbed paper or card stock. The protruding portion of the paper serves as in index in an assembled document.

Tabbed paper sizes are available from the lower drawer or the bypass feeder. If you are using the lower drawer, you must have Reverse Order Tabbed Paper. If you are using the bypass feeder, you must have Forward Order Tabbed Paper. Both support simplex printing only. You cannot print on both sides of a tabbed piece of paper.

The copier prints on the protruding tab by shifting the image to the right a distance that varies depending on the manufacturer of the paper.

Printing All Output on Tabbed Paper

You can print all output pages on tabbed sheets.

1 Load tabbed paper in the lower drawer or in the bypass feeder.

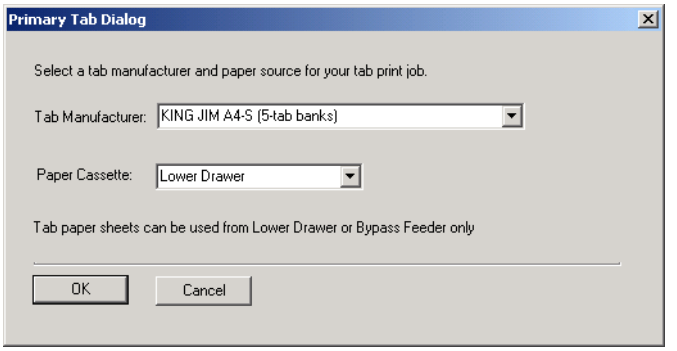
If you're using the bypass feeder, place the Forward Order Tabbed Paper with the tabs toward the trail edge (facing away from the printer) and the first tabbed sheet on top of the stack.

If you're using the lower drawer, place the Reverse Order Tabbed Paper with the tabs toward the trail edge guide (facing to the left) and the first tabbed sheet on top of the stack.

2 On the Print dialog box in your software, click **Properties**.

3 Click the **Paper** tab and select **Letter Tab** or **A4 Tab**.

The printer driver displays the Primary Tab dialog box.


Primary Tab Dialog
Select a tab manufacturer and paper source for your tab print job.
Tab Manufacturer:
KING JIM A4-S (5-tab banks)
Paper Cassette:
Lower Drawer
Tab paper sheets can be used from Lower Drawer or Bypass Feeder only
OK
Cancel

Sample Primary Tab dialog box

4 Select the name of the manufacturer of the tabbed paper. You'll find this name on the packaging.

5 If you desire, adjust the amount of the image shift. The image shift can vary between 0 and approximately 1.2 inches, or 0 and 30 millimeters.

6 Click OK.

All output to the copier will be printed on tabbed paper.

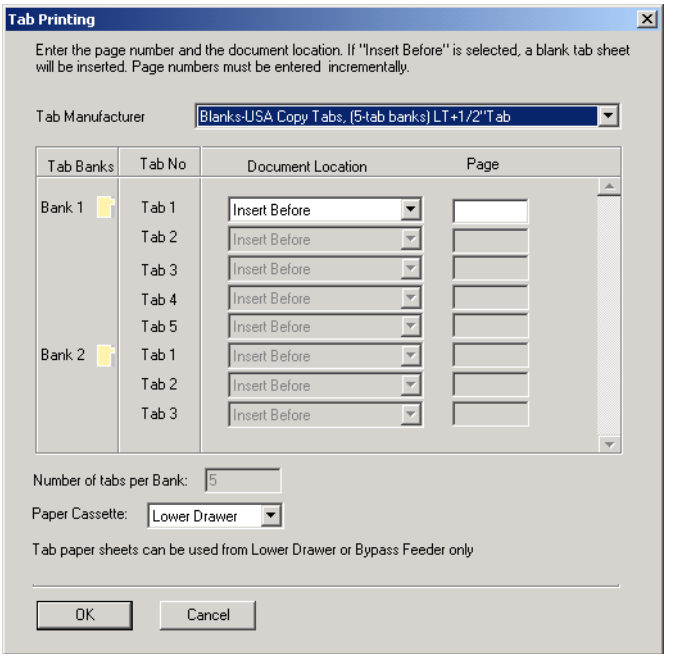
Inserting Tabbed Sheets

The tabbed paper feature makes it possible to output finished books complete with tabbed sheets inserted in the collated document.

The key to defining where to insert tabbed sheets is to know what is on each page of your document. Before you specify tabs, print out a copy of the document on plain paper.

1 On the *Paper* properties tab, click the **Tab Print Pages** check box toward the bottom left of the dialog box.

The driver opens the Tab Printing dialog box.



Sample Tab Printing dialog box

Tab Banks—shows visually how many sets of tabs you are using.

Bank icons—identify the start of each bank of tabs for multi-tab set.

Document Location—tells the driver where to insert the tab.

Insert Before—causes the copier to insert the tabbed sheet before the specified page.

Use For—causes the copier to print the text and graphics on the tabbed sheet itself.

Page—is the page number that will come after or on the tabbed sheet.

2 Select which page in your job will come after the tabbed sheet.

3 Select the page in your document to print on the tabbed sheet.

4 Use the scroll bars to create multiple tab sets.

5 Select the Paper Cassette. Tabbed paper is only available from the lower drawer or the bypass feeder.

6 If you desire, adjust the amount of the image shift. The image shift can vary between 0 and approximately 1.2 inches, or 0 and 30 millimeters.

Printing Multiple Pages per Sheet on a PC

The N-up feature allows you to print several pages of a document on one sheet of paper. This feature is very useful for browsing a large number of pages for appearance or page order. For example, to check the navigation path of a number of web pages or review the narrative of a slide presentation, using N-up is not only convenient but conserves paper as well.

If you are using the Image Overlay feature in combination with N-up printing, the overlay prints once per sheet, rather than once per page image.

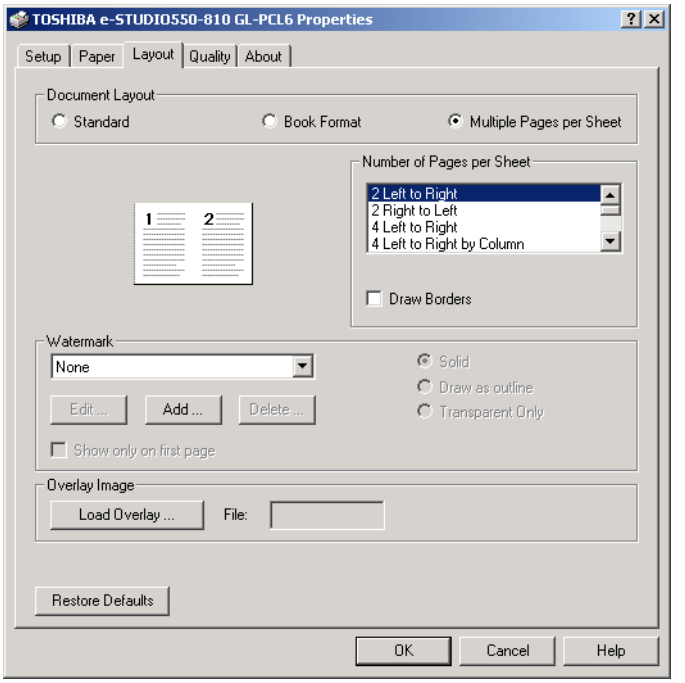
Printing Multiple Pages per Sheet in applications for Windows® operating systems

1 Choose **Print** from the File menu.

2 Click **Properties**.

3 Click the **Layout** properties tab.

4 Check the **Multiple Pages Per Sheet** option.



Sample Layout Properties—Multiple Pages Per Sheet

5 Select the number of pages you want to print on a single sheet of paper.

6 Check the **Draw Borders** option to draw a line around each page.

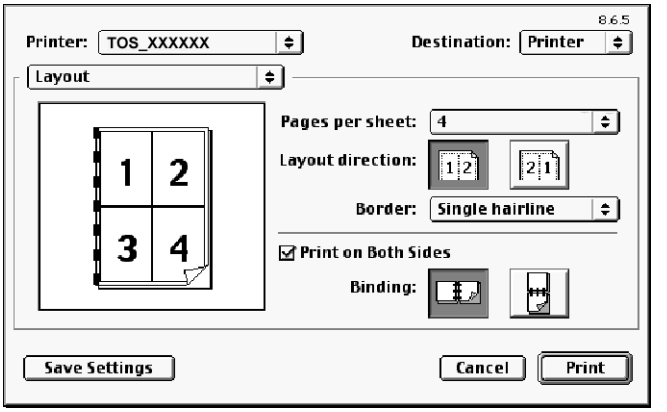
7 Click **Apply** to accept the settings and continue making selections from other tabs or click **OK** to close the Properties window.

8 Click **OK** to begin printing.

Printing Multiple Pages Per Sheet on the Macintosh

1 Choose **Print** from the File menu.

2 Choose the **Layout** properties category.



Sample Macintosh Layout Properties window

3 Select the number of Pages per Sheet from the drop-down list.

4 Click an orientation icon to indicate the **Layout direction**.

5 Select a **Border** style from the drop-down list.

6 Click **Save Settings** to continue setting print options or click **Print** to begin printing.

Printing Booklets

Printing in normal booklet mode produces a document that, when folded, becomes a properly paginated booklet or magazine-style publication. You can even create bound booklets that are folded and stapled in the center.

For example, if you create a document on letter-size paper (8½ x 11 inches) and then print in booklet mode, the yield is a 5½-x-8½-inch booklet. Each page has been scaled to fit on half a sheet and reordered so that the booklet is properly paginated when folded.

To retain your original document size when printing booklets, choose Tiled Booklet. Then, your 8½-inch document is printed on ledger size paper (11 x 17 inches) and reordered so that, when folded, the yield is an 8½-x-11-inch booklet. You can select from the following page-size options when printing a tiled booklet:

- Letter Booklet on Ledger

- A4 Booklet on A3
- B4 Booklet on B5

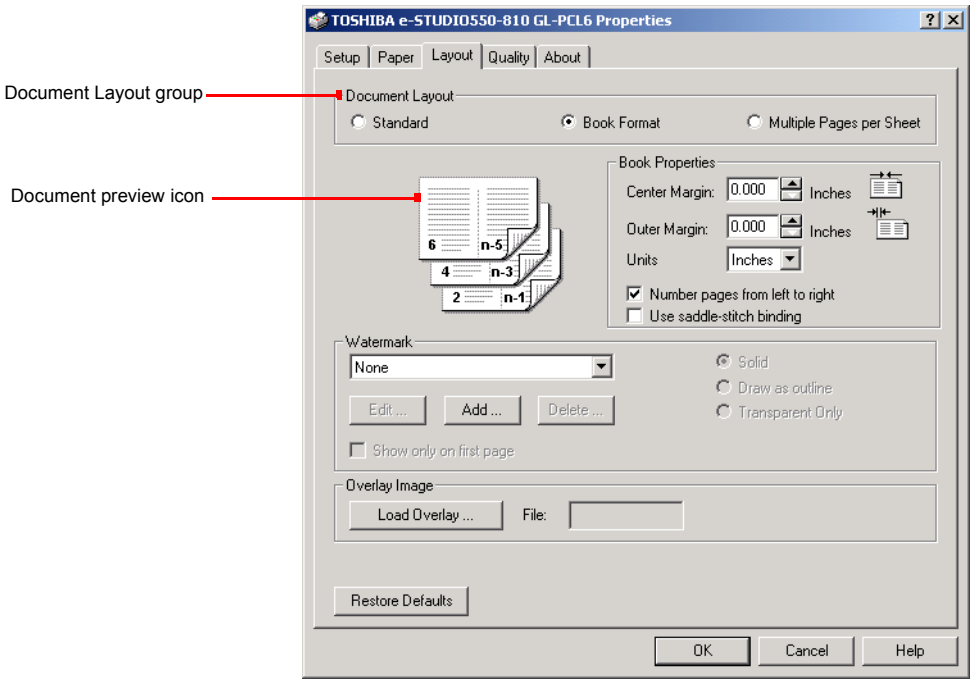
1 Choose **Print** from the File menu.

2 Click **Properties**.

3 Click the **Layout** properties tab.

4 In the Document Layout group, select the **Book Format** option.

The Book Properties group box is displayed, allowing you to specify additional booklet settings.



Sample Layout Properties—Book Format

5 Set additional Book Properties:

- Indicate the size of the **Center Margin**, the space between the text on facing pages (also called the *gutter*), in millimeters.
- Indicate the size of the **Outer Margin**, the space between the text and the outer edge of the page, in millimeters.
- Check **Number Pages Left to Right** to change the print order of the pages so that the finished book can be read from left-to-right, the default reading order.

- Check **Use Saddle-Stitch Binding** to fold and staple the finished booklet down the center. If you don't have the saddle-stitch finishing unit installed, this option is not available.

6 Click **Apply** to accept the settings and continue making selections from other tabs or click **OK** to close the Properties window.

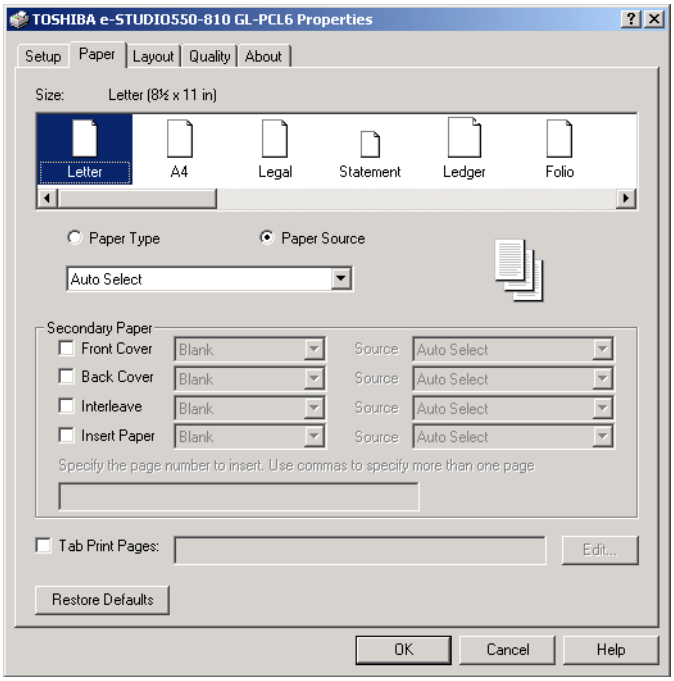
7 Click **OK** to begin printing.

Printing Covers on a PC

1 Choose **Print** from the File menu.

2 Click **Properties**.

3 Click the **Paper** properties tab.



Sample Paper Properties page (PCL6)

4 Select the primary paper type and source. This is the paper on which you want to print the "pages."

5 In the Secondary Paper section, check the Front Cover and/or Back Cover options and then indicate which sides of the

cover will be printed: neither (**blank**), outside or inside only (**simplex**), or outside and inside (**duplex**).

Cover Options

Front—Simplex	The first page of the document is printed on the outside of the front cover.
Front—Duplex	The first page of the document is printed on the outside of the front cover and the second page of the document is printed on the inside of the front cover.
Back—Simplex	Last page of the document is printed on the inside of the back cover.
Back—Duplex	Second to last page is printed on the inside of the back cover and the last page is printed on the outside of the back cover.

6 Select the paper **Source** for the front and back covers from the drop-down lists.

7 Click **Apply** to accept the settings and continue making selections from other tabs or click **OK** to close the Properties window.

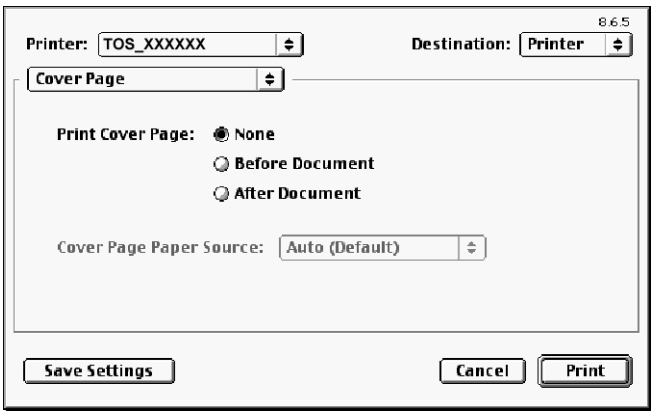
8 Click **OK** to begin printing.

Printing Covers on the Macintosh

You can print cover pages, or banner page*s*, that contain information about the owner of the job, the job title, the application used, the date and time, the printer name, and the number of pages.

1 Choose **Print** from the File menu.

2 Choose the **Cover Page** properties category.



Sample Macintosh Cover Page window

3 In the Cover Page window:

- Choose **Before Document** to print the cover page first. Any stapling options you select will be disregarded.
- Choose **After Document** to append the banner page to the back of the document. If you select the stapling option, the banner page is stapled to the back of the document.

4 Click **Save Settings** to continue setting print options or click **Print** to begin printing.

Options for Finishing the Print Job in Applications for Windows® Operating Systems

Depending on the finishing unit(s) you have installed on the copier, you can select from various finishing options including multi-position stapling, hole punching, or a combination of stapling and hole punching.

1 Choose **Print** from the File menu.

2 Click **Properties**.

3 From the **Setup** properties tab, navigate to the Finishing group box and select the desired options.

4 Click **Save Settings** to continue setting print options or click **Print** to begin printing.

Stapling documents

1 Click the **Setup** tab.

2 From the Staple drop-down box, select the stapling position you want:

- Off
- Upper Left
- Upper Right
- Left (Double)
- Top (Double)

The finishing option icon indicates where the staple will be placed.

Note: These options are disabled if the Staple Finisher unit is not installed on the copier.

Hole-punching documents

Click the **Setup** tab.

From the Hole drop-down box, select the hole punch position you want:

- Off
- Left
- Top

The finishing option icon indicates where the holes will be punched.

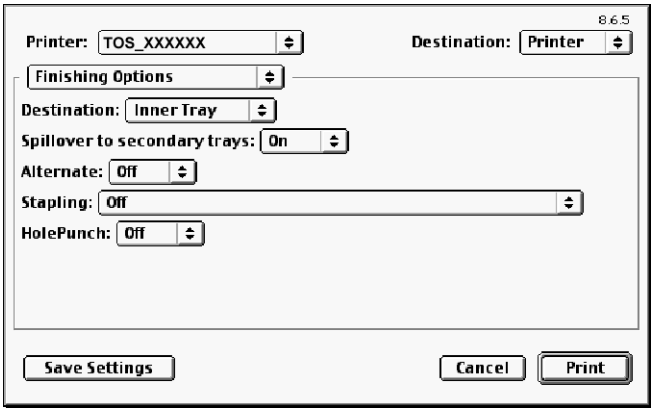
Note: These options are disabled if the Hole Punch Finisher unit is not installed on the copier.

Setting Finishing Options on the Macintosh

The list of stapling options displays all possible stapling positions. Some of these may not be valid for all paper sizes and feed directions. You may have to experiment to determine which stapling option works best for your document.

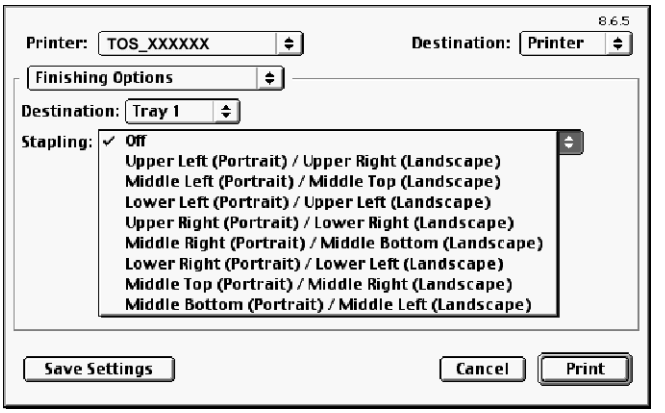
1 Choose **Print** from the File menu.

2 Choose the **Finishing Options** properties category.



Sample Macintosh Finishing Option Properties window

3 To enable stapling, select the appropriate stapling positions from the Stapling drop-down list.


8.6.5
Printer: TOS_XXXXXX
Destination: Printer
Finishing Options
Destination: Tray 1
Stapling: Off
Upper Left (Portrait) / Upper Right (Landscape)
Middle Left (Portrait) / Middle Top (Landscape)
Lower Left (Portrait) / Upper Left (Landscape)
Upper Right (Portrait) / Lower Right (Landscape)
Middle Right (Portrait) / Middle Bottom (Landscape)
Lower Right (Portrait) / Lower Left (Landscape)
Middle Top (Portrait) / Middle Right (Landscape)
Middle Bottom (Portrait) / Middle Left (Landscape)
Save Settings
Cancel
Print

Sample Macintosh Stapling Positions list

When the finishing unit is not installed, the stapling values are dimmed (grayed-out). If the single-position stapler is installed, only the "Upper Left (Portrait)" option is available.

4 To enable hole-punch, select **On** from the HolePunch drop-down list.

5 Click **Save Settings** to continue setting print options or click **Print** to begin printing.

DOCUMENT APPEARANCE

Document appearance options include using watermarks, adjusting the print quality, and managing fonts.

Using Watermarks

Watermarks overprint your document with useful information, such as “Confidential,” “Draft,” or “Original.” You can choose from several predefined watermarks, or you can create and save your own custom watermarks.

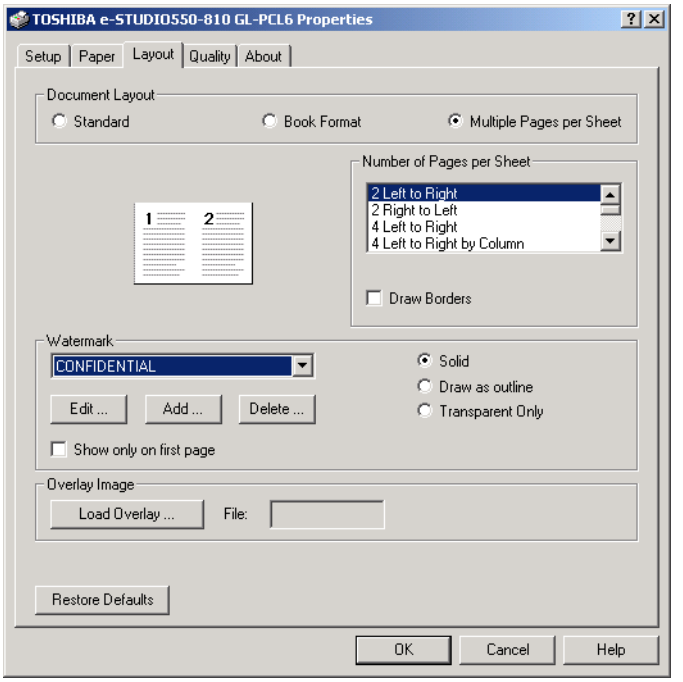
Watermarks are text only. To add graphics or other document elements, use image overlays instead.

1 Choose **Print** from the File menu.

2 Click **Properties**.

3 Click the **Layout** properties tab.

4 To choose a predefined watermark, select the text from the drop-down list, then proceed with step 6. To modify an existing watermark, click **Edit** and then proceed with step 6. To add a new watermark, click **Add**.



Sample Add/Edit Watermark window

5 Enter the text you want to print as a watermark in the **Text** field.

Notice that the preview icon displays the watermark as it will print.

6 Adjust the text size, font, quality, and placement of the watermark. If you need help or do not understand how to use these features, right-click any field or control to see context-sensitive help or click **Help** to open the online help system.

7 Once the watermark looks acceptable, click **OK** to return to the Layout properties tab.

8 It's advisable to set the following watermark properties:

- Enable **Show only on first page** to print the watermark on the first page of the document only.
- Enable **Solid** to print the watermark text with a solid fill.
- Enable **Draw as outline** to print the watermark text without any fill.
- Enable **Transparent only** to print the watermark text with transparent properties, superimposing the document text over the watermark text. When this option is disabled, the watermark image obscures the document text.

9 Click **Apply** to accept the settings and continue making selections from other tabs or click **OK** to close the Properties window.

Adjusting the Print Quality

By adjusting the print quality settings, you can change the brightness and contrast of printed images, and customize halftoning options. These settings primarily affect output when printing graphic-intensive documents.

Note: Some applications, such as Adobe applications, override the driver settings. You should set the driver's print quality settings only if they are not provided by the application.

1 Select the GL printer driver from the Printers window.

1 Click **Properties**.

2 Click the **Quality** tab.

The quality options differ slightly between the PCL6 and PSL3 drivers, and between the different Windows® operating systems.

3 Select an option as described in the following topics.

4 Click **Save Settings** to continue setting print options or click **Print** to begin printing.

Setting Contrast

Contrast defines the difference in tone between the dark and the light areas of an image. Higher contrast yields a greater difference with fewer gradations of gray.

Drag the slide bar to the right (PSL3) or choose **High Contrast** (PCL6) to sharpen the dark and light areas of the printed image.

Slide the bar to the left (PSL3) or select **Normal** (PCL6) to increase the gradations between the dark and light areas of the printed image.

Setting Brightness

Brightness is a measure of how much white an image contains. When you increase the brightness, the printed image appears lighter.

Drag the slide bar to the right (PSL3) or choose **High Brightness** (PCL6) to lighten the printed image up to 50%.

Drag the bar to the left or choose **Normal** (PCL6) to darken the image up to 50%.

Adjusting Halftoning

Halftoning is a method of reproducing an illustration using evenly spaced dots of varying diameter to produce apparent shades of gray. The number of dots is measured in lines per inch (lpi).

Creating the desired effect by changing halftoning options varies greatly with image quality and resolution. Experiment with different options until you achieve the desired result.

Managing Fonts on the PC

Generally, you should not have any problem printing the fonts in your document. The GL printer drivers support many advanced font property settings, allowing you to specify how the printer should manage font processing. Additionally, if you installed the

AGFA Font Manager, you can add, delete, and manage your font collection from within that application.

Accessing Font Properties

You access font options by selecting the Quality properties page in the print properties window. If you are using the PostScript driver, right-click the printer in the Printers folder and then select **Properties**. Click the **Quality** tab and then click **Fonts**.

Font Options

Download as font—causes the software to send the complete font character sets needed to print your document to the printer. Use this option if your document contains only a few fonts.

Download as bitmap—sends each character in your document as a binary image. Use this option if your document contains several fonts.

Use printer true-type fonts—sends no font information to the printer. Instead, this option relies on the printer's 136 resident TrueType fonts. Print time may improve, but the output may not look as it does on your screen, if the printer doesn't have the fonts you used in the document.

Print text black—converts colored text to black, instead of gray. Enable this option to improve readability.

Send to printer as—specifies how the printer processes font data: as Adobe (Type 1), Bitmap (Type 3), or TrueType (Type 42).

Use printer fonts for all TrueType fonts—uses printer-resident fonts. As for Use printer true-type fonts, print time may improve, but the output may not look as it does on your screen.

Use Substitution Table—causes the printer to replace missing fonts with the fonts defined in the Substitution Table rather than using the driver-defined defaults.

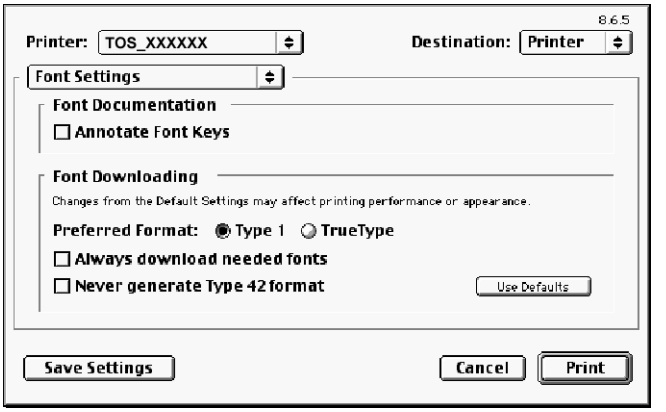
AGFA Font Manager

To access the AGFA Font Manager, click **Install Fonts** (PCL6) or Run AGFA Font Manager (PSL3). For more information about using this utility, run it and then choose **AGFA Help Topics** from the Help menu.

Managing Fonts on the Macintosh

1 Choose **Print** from the File menu.

2 Choose the **Font Settings** properties category.



Sample Macintosh Font Properties window

3 Select the font format and font downloading options you prefer.

4 Click **Save Settings** to continue setting print options or click **Print** to begin printing.

USING PRINT PROFILES

Print profiles save time because you don't have to reset print properties every time you print a document. Specifying a print profile automatically configures the driver to produce the output you require.

Creating Print Profiles

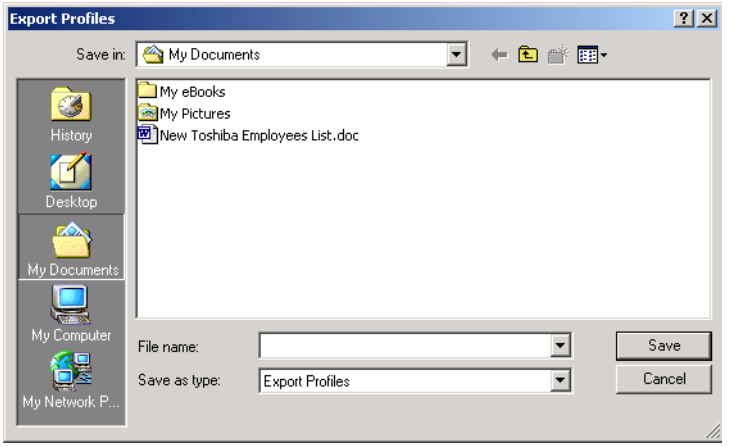
Before you can use a print profile, you must define the properties that constitute the profile.

1 Define the properties that constitute your print profile.

2 Click the **Setup** tab.

3 Navigate to the Print Profile group dialog box and click **Save**.

The Export Profiles window opens.



Sample Export Profiles window

4 Type a name for the print profile.

Give the profile a descriptive name so you can easily select it for future jobs.

5 Click **OK**.

Applying Print Profiles

1 Click the **Setup** tab.

2 Navigate to the *Print Profile* group box and then click **Open**.

The Open Profile window appears.

3 Select the desired profile from those listed.

4 Click **OK**.

POSTSCRIPT PRINTING FROM APPLICATIONS FOR THE WINDOWS® OPERATING SYSTEMS

In most applications for Windows® operating systems, you can print an open document to the network-connected TOSHIBA e-STUDIO550/650/810 copier. The following sections cover procedures for postscript printing.

MANAGING FONTS

Access the font options by doing the following:

1 Right-click the printer in the Printers folder.

2 Select **Properties**.

3 Click the **Quality** tab.

4 Click **Fonts** and choose among the following:

- Select **Download as font** to download the complete font character sets needed to print your document. Use this option if your document contains a few fonts.
- Select **Download as bitmap** to send each character in your document as a binary image. Use this option if your document contains several fonts.
- Select **Use printer true-type fonts** to use printer-resident fonts. Print time may improve, but the output may not look as it does on your screen.
- Select **Print text black** to convert colored text to black, instead of gray. Enable this option to improve readability.
- Select **Send to printer as** to specify how you want to process the fonts: as Adobe (Type 1), Bitmap (Type 3), or TrueType (Type 42).
- Select **Use printer fonts for all TrueType fonts** to use printer-resident fonts. Print time may improve, but the output may not look as it does on your screen.
- Select **Use Substitution Table** to substitute fonts based on the settings established in the Substitution Table rather than using the driver-defined defaults.
- To access the AGFA Font Manager, click **Install Fonts** (PCL6) or **Run AGFA Font Manager** (PSL3). For more information about using this utility, run it and then choose **AGFA Help Topics** from the Help menu.

PRINTING AN EPS FILE

1 In the print properties window, click the **Quality** tab.

2 Click **PostScript Settings**.

3 From the Output Format drop-down list, choose **Encapsulated PostScript (EPS) File**.

4 Click **OK** to return to the properties tab.

5 Click **OK** to return to the print window.

SETTING POSTSCRIPT DRIVER PROPERTIES

To set postscript driver properties, first do the following:

1 In the print properties window, click the **Quality** tab.

2 Follow the appropriate instructions in the succeeding sections.

TOSHIBA recommends you set the following driver properties only if the functions are not available through your application settings.

- Zooming images
- Printing mirror images
- Adjusting brightness
- Adjusting contrast

Application-level settings always override driver-level settings.

ZOOMING IMAGES

1 Drag the Zoom slide bar to the right to increase the size of the printed image up to 400% its original size; slide the bar to the left to decrease the size of the printed image to as much as 10% its original size.

2 Click **OK**.

PRINTING MIRROR IMAGES

1 Check the Mirror box to flip the page image along the vertical axis.

Note that any letters print backwards as well as images.

2 Click **OK**.

ADJUSTING BRIGHTNESS

1 Drag the Brightness slide bar to the right to lighten the printed image up to 50%; slide the bar to the left to darken the image as much as -50%.

Brightness is a measure of how much white an image contains. By increasing the brightness, for example, the printed image appears lighter.

2 Click **OK**.

ADJUSTING CONTRAST

Contrast is the difference in tone between the dark and the light areas of an image. Higher contrast yields a greater difference between the dark and light with fewer gradations of gray between them.

1 Drag the Contrast slide bar to the right to sharpen the dark and light areas of the printed image up to 50%; slide the bar to the left to darken the image as much as -50%.

2 Click **OK**.

ROTATING IMAGES

1 Check the *Rotate 180 degrees* box to rotate the page image.

2 Click **OK** to return to the Print window.

SETTING HALFTONING OPTIONS

Note: This option is available only in the Windows NT® or the Windows® 2000/XP operating systems.

1 Click **Halftoning**.

2 Adjust the halftoning options as applicable.

For more information on a specific setting, right-click to access “What's This” help.

3 Click **OK** to exit the halftone color adjustment window.

PRINTING POSTSCRIPT ERROR INFORMATION

1 Click **PostScript Settings**.

2 Check Printing PostScript Error Information to print an error log if any language translation errors occur during printing.

3 Click **OK** to return to the properties tab.

4 Click **OK** to return to the print window.

USING POSTSCRIPT PASS-THROUGH

1. Click **PostScript Settings**.
2. Check Use PostScript Pass-through to bypass the driver's PostScript engine and use the application's instead.
3. Click **OK** to return to the properties tab.
4. Click **OK** to return to the print window.

USING ADSC

1. Click **PostScript Settings**.
2. Check Use Adobe Document Structuring Convention to print each page of a print job as a self-contained job.
3. Click **OK** to return to the properties tab.
4. Click **OK** to return to the print window.

CHOOSING A POSTSCRIPT OUTPUT PROTOCOL

1. Click **PostScript Settings**.
2. Select the desired output protocol.
3. Select ASCII Data to send all data using the Adobe Communication Protocol.

   This allows you to print the data to any printer.
4. Select Tagged BCP to send all data, except special characters, in binary (8-bit) format.

   This option passes data to the printer faster than sending it in ASCII data mode.
5. Click **OK** to return to the properties tab.
6. Click **OK** to return to the print window.

COMPRESSING BITMAPS

1. Click **PostScript Settings**.
2. Check Compress Bitmaps to reduce the time required to transfer your print job to the printer.
3. Click **OK** to return to the properties tab.
4. Click **OK** to return to the print window.

Manipulating Images on a PC

Using the GL-PSL3 Printer Driver, you can adjust the way images or a page is printed. This driver supports mirror image, negative image, image rotation and scaling.

1 Select the **GL-PSL3 Printer Driver** from the Print window.

2 Click **Properties**.

3 Click the **Quality** tab.

4 Select from the following options:

Rotate 180 Degrees—turns the image upside down.

Mirror—flips the image. If the page orientation is portrait, the image flips along the vertical axis; if the page orientation is landscape, the image flips along the horizontal axis.

Negative—reverses the image. In other words, to print the white areas of the page black, and the black areas of the page white.

The **Zoom** slide bar—increases and decreases the image size. To the left to decreases and the right increases the size.

The graphic to the right previews how the page will print with the selected options.

5 Click **Save Settings** to continue setting print options or click **Print** to begin printing.

RELEASING PRINT JOBS

To release a private print, Proof Print or TopAccessComposer print job you use the control panel on the top front of the TOSHIBA digital copier. This control panel, sometimes called the copier *front panel*, includes both hard keys and an LCD touch screen. Buttons on the LCD Touch Screen are called *soft keys*.

When you press the **PRINTER/NETWORK** key, the control panel displays Print and Admin tabs. You can use these tabs to perform printing and administrative operations on the attached GL-1020.

Releasing Private Print Jobs

1 From the digital copier's control panel, press the **NETWORK/ PRINTER** hard key.

2 Press the SPECIAL PRINT JOBS soft key.

3 Press the PRIVATE PRINT soft key.

4 Use the up and down arrow keys to scroll through the list of all pending private print jobs. When your job is selected, press RELEASE.

5 Enter the DIN for your job

6 Press SET.

Once the current job completes (if any), your private print job immediately begins printing.

For more information on using the control panel, press the **HELP** hard key on the copier.

Releasing Proof Print jobs

1 From the digital copier's control panel, press the **NETWORK/ PRINTER** hard key.

2 Press the SPECIAL PRINT JOBS icon.

3 Press the PROOF PRINT JOBS icon.

4 Use the up and down arrow keys to scroll through the list of all Proof Print jobs. When your job is selected, press EDIT.

5 On the Job Edit screen, you can optionally alter the number of copies and release the job, or you can release the job as is.

6 Press RELEASE to print the remaining job.

If you do not approve the proof copy, press DELETE twice to clear the job.

For more information on using the control panel, press the **HELP** hard key on the copier.

Releasing TopAccessComposer Jobs

To release TopAccessComposer print jobs, you must access the TopAccessComposer login screen, find the desired print job and, if necessary, set or change the print properties.

Accessing the TopAccessComposer Login Screen

1 Press the **PRINTER/NETWORK** key.

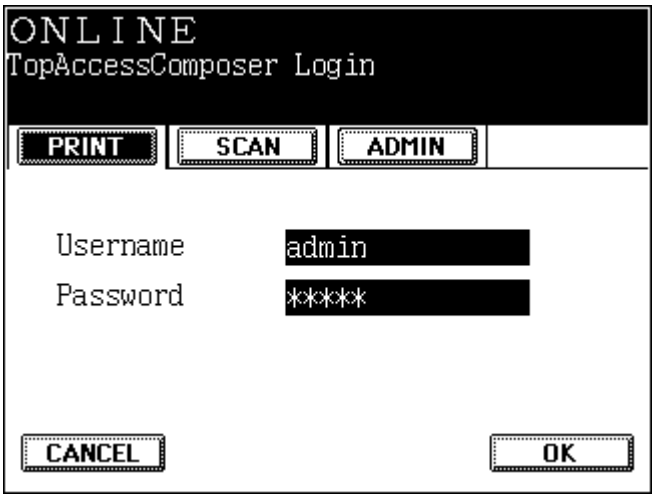
2 Press the PRINT tab.

3 Press SPECIAL PRINT JOBS.

4 Press TA COMPOSER to display the TopAccessComposer login screen.

Finding the Print Job

1 To access the Public folder, press OK without entering a user name or password. If you are accessing a folder other than Public, see steps 2 and 3 instead. Otherwise see step 4.

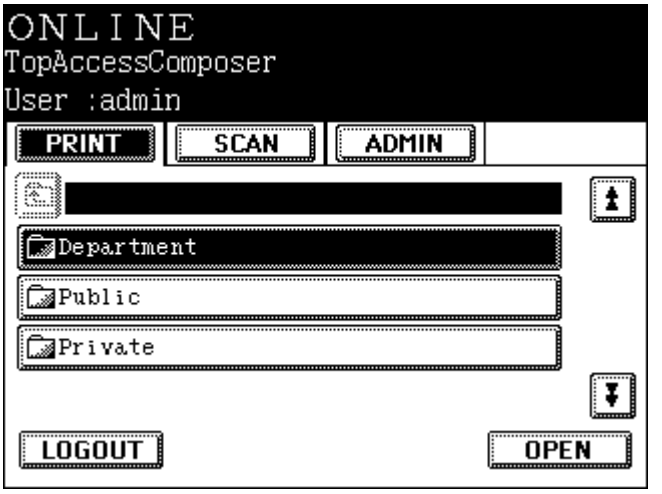


Sample TopAccessComposer login screen

2 To access a folder other than Public, Enter your user name and password.

3 Press OK.

The TopAccessComposer folder screen appears.

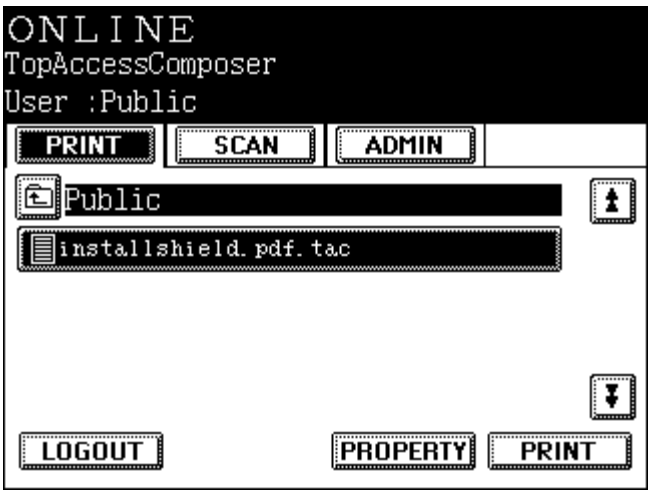


Sample TopAccessComposer folder screen

4 Select the folder containing the print queue (job) you want to view.

5 Press OPEN.

The folder contents screen appears.



Sample TopAccessComposer folder contents screen

6 Press the up and down arrow soft keys to scroll through the jobs until you have found the desired print job. Use the double arrow keys to move from page to page of listings.

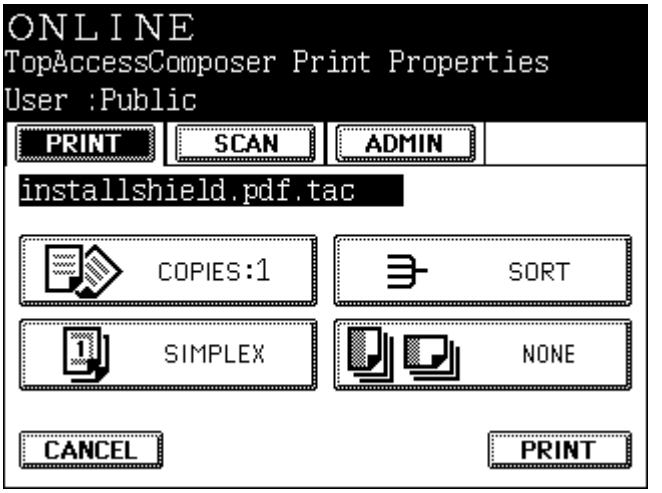
7 Select the desired print job.

8 Press PRINT.

Changing Print Properties

1 To change the print properties, select the desired print job and press PROPERTY.

The Property screen appears.



Sample TopAccessComposer Print Properties screen

2 Modify the print settings and press PRINT.

3 Press LOGOUT to return to the TopAccessComposer login screen.

MONITORING JOBS

GL-DocMon is a job monitoring tool that runs under the Windows® operating system. Besides monitoring and control functions, GL-DocMon has a notification feature, which informs you of copier or printing events, such as a paper jam. It also provides a menu link to the TopAccess web-based job and device management utility.

> Note: Only documents printed using GL-1020, GL-1010 or SC-2 printer drivers can be monitored.

This chapter explains how to access and use GL-DocMon to monitor the TOSHIBA e-STUDIO550-810 Electronic Document Processing System.

FEATURES AND FUNCTIONS

The document monitor, GL-DocMon, follows the progress of each job from your computer desktop until the controller prints it on the copier.

GL-DocMon consists of the document monitor, a printer status component, and a shell extender.

- The document monitor provides event notification (alerts). This means that if an event interrupts printing, such as a paper out condition, the monitor pops up a message.

  You can control which events cause GL-DocMon to pop up a message.

- Printer status provides device summary information and access to the print queues (public, private and proof print).

  You access printer status from GL-DocMon or from the Windows® operating system Printers folder. From the print queues you can perform other tasks, such as deleting, pausing, and releasing print jobs.

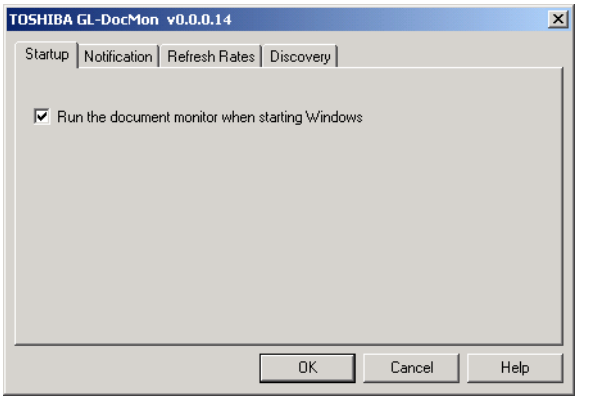
- The shell extender adds the item TOSHIBA `GL Printer Status` to the menu you can access when you click the printer icon in the operating system's Printers folder.

  Note: GL-DocMon monitors only documents printed to the SC-2, GL-1010 and GL-1020 TOSHIBA controllers (using a TOSHIBA printer driver). Also, the program must be running for monitoring to occur.

CUSTOMIZING DOCUMENT MONITORING

The configuration dialog box allows you to set startup options, select notification events and method, view or modify refresh rates, and manually update device discovery settings. For details, click **Help** to access online Help.

The Configuration window appears when you choose the Configure option from the Document Monitor menu.



GL-DocMon Configuration dialog box with Startup tab selected

In addition to the **Startup** tab, this dialog box provides three configuration tabs:

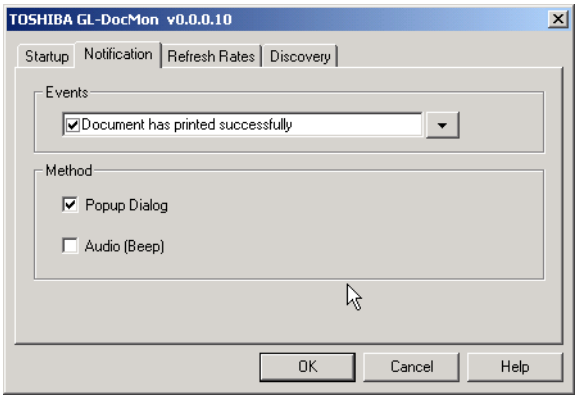
- **Notification**—controls which printing events cause a popup message or beep. For more information, see *Setting Up Event Notification* on page 175.
- **Refresh Rates**—controls how often the Document Monitor searches for event notifications, printer status, and print queue contents in order to update the information displayed. Refresh rates are also known as polling rates. For more information, see *Setting the Refresh Rate* on page 176.
- **Discovery**—shows the network address associated with each printer. This dialog box is primarily used for troubleshooting purposes. If problems arise with the system, find your printer's address (indicated by a popup error message), and contact your system administrator. For more information, see *Finding the Printer's Address* on page 177.

To access the functions, click the appropriate tab. To close the dialog box without changing settings, click **Cancel**.

STARTUP TAB

Run the document monitor when starting the Windows® operating system—starts GL-DocMon automatically each time you start the Windows® operating system.

NOTIFICATION TAB



Sample GL-DocMon Event Notification dialog box

The following options are available on the Notification tab:

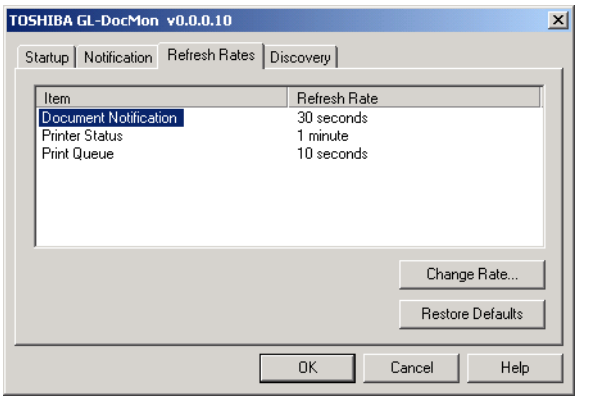
- Document has printed successfully—means the controller is finished printing the document.
- Private print document is being held—means you've sent a private print job and it is ready for you to walk over to the controller and release.
- Proof set has been printed—means the controller has printed the first copy of your multi-copy job, which is ready for your review before releasing and printing the remaining copies.
- Document has been cancelled by the printer—means the controller as cancelled the job. This can happen when a paper size is not available and the timeout has expired. This event occurs only when catastrophic circumstances force the controller to cancel the job, such as a missing byte or memory failure. Expired private print or proof print jobs are never cancelled by the controller.
- Document is unserviceable—means the controller is unable to print the job.
- Paper has a paper jam—means there is a paper jam in the copier.
- Printer is offline—means the copier is off line.

- Cassette is out of paper—means one of the copier drawers is out of paper. This drawer may not be the drawer the printer is using for your job.
- Printer door is open—means the cover on the copier is open.
- Printer requires attention—means the copier requires immediate attention. Although this message alerts the service technician of a problem, it also can occur if, for example, the output paper tray is empty.

The following methods are available on the Notification tab

- Popup dialog box—causes the Document Monitor to popup up a message when a selected event occurs.
- Audible (Beep)—sends a beep to your computer's speaker.

REFRESH RATES TAB

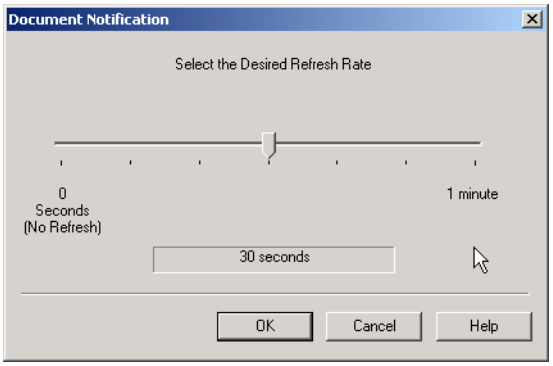


Sample GL-DocMon Refresh Rates dialog box

- List—identifies all items that access the controller: Document Notification, Printer Status and Print Queue.
- Change Rate—sets the frequency at which the Document Monitor retrieves and displays the selected item of information.
- Restore Defaults—sets a predefined frequency for the selected item.

Document Notification

When you click **Change Rate**, the Document Monitor displays the Document Notification dialog box.



Sample GL-DocMon Refresh Rates Document Notification dialog box

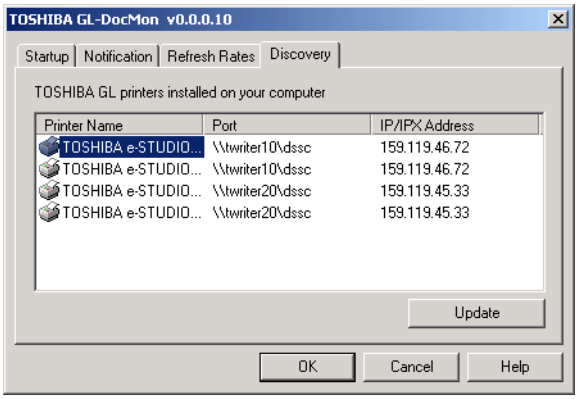
Use the slider to set the rate. The limits are:

Document Monitoring: from 0 seconds (none) to 1 minute. The default is 30 seconds.

Current Jobs: from 0 seconds to 1 minute. The default is 10 seconds.

Printer Summary: from 0 seconds to 1 minute. The default is 1 minute.

DISCOVERY TAB



Sample GL-DocMon Discovery dialog box

This dialog box displays the network (IP/IPX) address of each device for which your computer has a printer driver installed.

- **Printer Name**—is the printer driver name.

- **Port**—is the port on your computer to which the driver is connected.
- **IP/IPX Address**—is a 10-digit number that identifies the controller.
- **Update**—prompts you to locate the device and driver now.

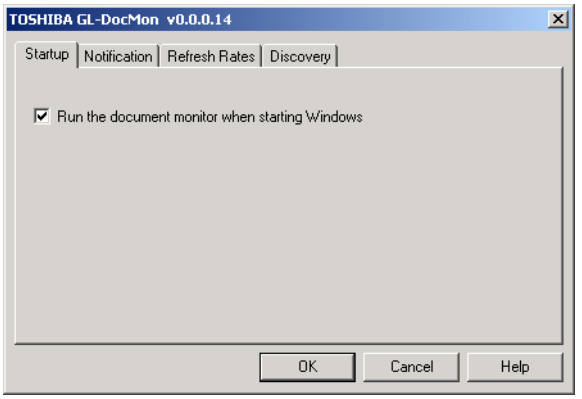
If the Document Monitor cannot determine the address, it displays "`unknown`" and a question mark for the printer icon. The next time you print using this printer driver, the system prompts you to locate the controller before you can print.

Double-clicking the driver name opens TopAccess and displays the Device page for the selected device.

SETTING THE STARTUP OPTION

1 From the GL-DocMon main menu, click **Configure...** .

2 If it's not currently displaying, click the **Startup** tab.



GL-DocMon Configuration dialog box with Startup tab selected

3 Click the check box on the Startup dialog box.

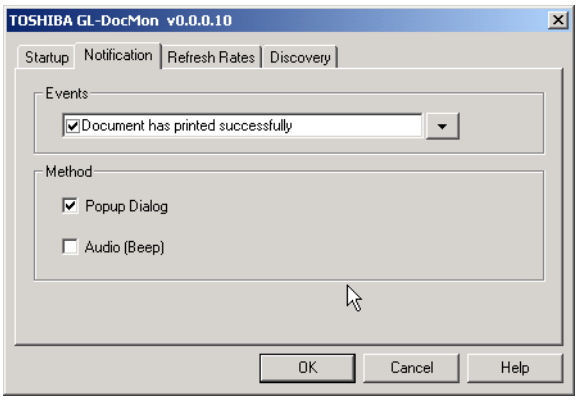
4 Click **OK** to set the startup option and exit the Configuration window.

The next time you start the Windows® operating system, the GL-DocMon icon appears in the taskbar of your desktop.

SETTING UP EVENT NOTIFICATION

1 Click the **Notification** tab.

GL-DocMon displays the Notification dialog box.



Sample GL-DocMon Event Notification dialog box

2 Under **Events**, click the down arrow to display the list of available alert events.

3 Click the box next to the event to select. This causes GL-DocMon to notify you when the selected event occurs.

Or click a checked box to deselect the event. This tells GL-DocMon not to notify you when the event occurs.

4 Under **Method**, click the check box next to the alert method to use.

You may select both popup message and beep, or click a checked box to deselect the method, which indicates that the method will not be used to notify you.

5 Click **OK** to set event notifications and exit the Configuration window.

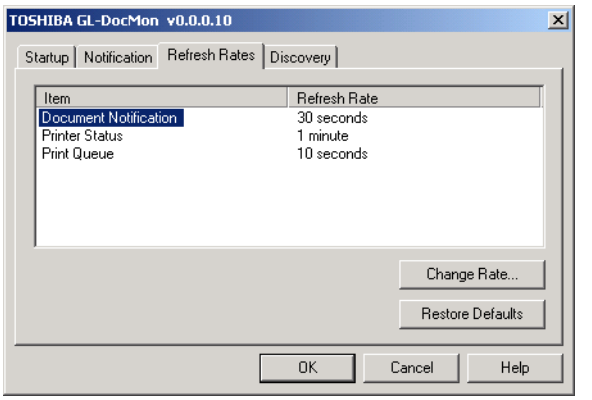
When the selected event occurs and you've chosen a popup dialog box as the method, a popup notification dialog box appears.

Note: GL-DocMon notifies you automatically if the print job does not appear in the print queue after 10 minutes.

SETTING THE REFRESH RATE

1 Click the **Refresh Rates** tab.

The Refresh Rates dialog box appears.



Sample GL-DocMon Refresh Rates dialog box

2 From the Refresh Rates dialog box, select the item for which the rate will change.

3 To customize the rate, click **Change Rate**.

The Rates dialog box for the item selected appears.

4 In the Rates dialog box, click and drag the slider along the scale to set the rate from zero (0) seconds (left end) to the maximum rate (right end). The rate appears in the box below as you slide the slider.

- If you set the rate to zero, GL-DocMon will not update the screen.
- The maximum rate is different for each item: event notifications, printer status, and print queue.

5 Click **OK** to confirm the new rate and return to the Refresh Rates dialog box.

6 To close the Rates dialog box without setting a new rate, click **Cancel**.

This also returns you to the Refresh Rates dialog box.

7 From the Refresh Rates dialog box, click **OK** to set the rate and exit the Configuration window.

8 To use the default rates for all items, click **Restore Defaults**, then click **OK** to apply the default rates and exit the Configuration window.

FINDING THE PRINTER'S ADDRESS

1 Click the **Discovery** tab.

The Discovery dialog box appears. The Discovery dialog box contains a list of all printers installed on your computer along with their address.

2 To update one of the listed printers, just click the desired printer driver and then click **Update**.

3 Click **OK** to accept the new setting and close the Configuration window.

RUNNING THE DOCUMENT MONITOR

There are two ways to access the Device Status window:

- Select the device name from the GL-DocMon Document Monitor menu and click **DocMon**.
- Use the shell extender.

Starting GL-DocMon

The first step is to load GL-DocMon so its icon appears on the Windows® operating system taskbar. You only need to do this once.

1 Click **Start** in the lower-left of the desktop.

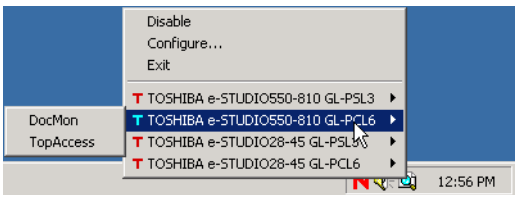
2 From the Start menu, click **Programs**.

3 From the Programs menu, click **GL-DocMon**.

The GL-DocMon icon appears in the taskbar.

Using the Document Monitor Menu

1 Right-click the GL-DocMon icon to see the Document Monitor menu.



GL-DocMon menu

2 Select a printer driver.

3 Click **DocMon**. For more information about the menu options, see *Document Monitor Menu* on page 180.

With the name of the connected device is selected, you may monitor the device using GL-DocMon or TopAccess.

Note: To have the GL-DocMon icon appear in the taskbar each time you start the Windows® operating system, set the startup options from the Configuration window, which you can access by clicking Configure item on the Document Monitor menu.

GL-DocMon opens to the Device Status window or to the windows displayed last.

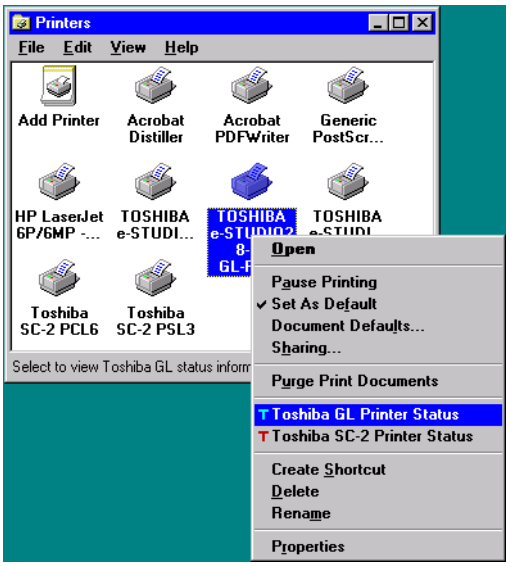
ACCESS USING THE PRINTERS MENU

The GL-1020 Printer Shell Extender supports Windows® 9x, Windows® Me, Windows NT®, Windows® 2000 and Windows® XP operating systems shell extensions. When the installation program installs GL-DocMon, it adds a device status item to the Printers menu.

To access device status through the Printers menu:

1 Click **Start** > **Settings** > **Printers**.

2 Right-click the TOSHIBA e-STUDIO550-810 GL-PCL6 Printer Driver icon.



GL Printer item added to the Printers menu

The pop-up menu includes the item TOSHIBA `GL Printer Status`.

3 Select this item.

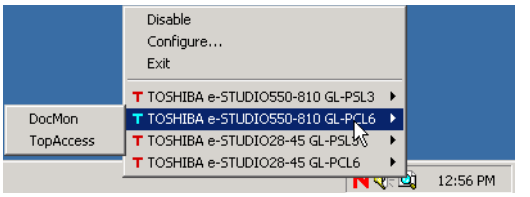
GL-DocMon opens the Device Status window.

Enabling and Disabling Document Monitoring

To turn on document monitoring, click **Enable** from the Document Monitor menu. The option changes to **Disable** and displays the GL-DocMon icon on the taskbar.

Click **Disable** to terminate document monitoring.

DOCUMENT MONITOR MENU



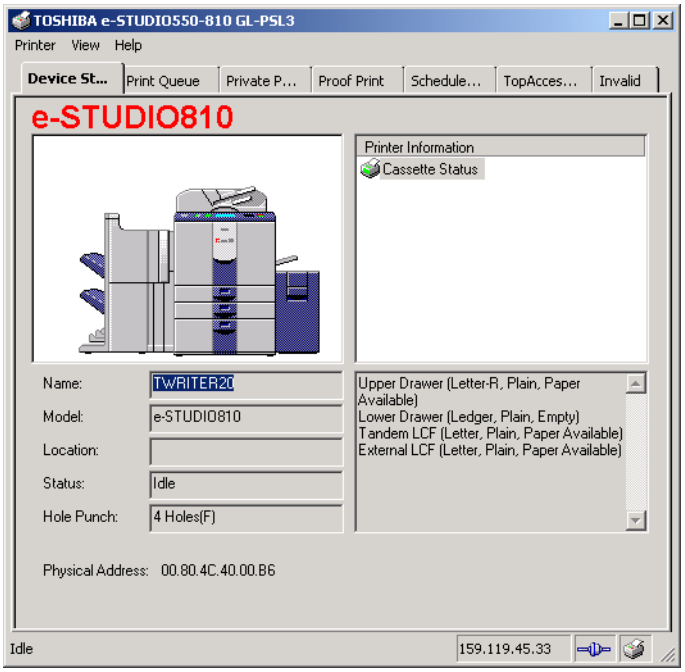
GL-DocMon menu

- **Disable/Enable**—turns the Document Monitor on and off.
- **Configure**—displays the Configuration window from which you can, set startup options, set refresh rates, set up event notifications, view printer addresses and update settings.
- **Exit**—removes the GL-DocMon icon from the taskbar.
- Name of the connected device—selects the device to monitor.

  Selecting a device name and clicking **DocMon** displays the Device Status window. Clicking TopAccess launches the TopAccess web utility for the connected device.

DEVICE STATUS WINDOW

Device Status is the first tab in the GL-DocMon window. Here you can view the status of the printer (or printers, if tandem printing is available).



Sample Device Status window

This window consists of:

- A menu bar containing the options **Printer**, **Document**, **View**, and **Help**. The **Device Status** tab includes only the Printer, View and Help menus.
- Seven (7) tabbed views: **Device Status**, **Print Queue**, **Private Print**, **Proof Print**, **Scheduled Print**, **TopAccessComposer**, and **Invalid**.
- Printer information.
- A status bar containing icons and text that allow you to quickly see the status of the printer.

Menu Bar Options

The options are:

- **Printer > Close**—closes the current window.

- **Document > Release Proof For the Proof Print** queue—this item displays the Proof Print dialog box where the number of copies to be printed can be changed and the job released for printing (added to the current jobs print queue).

  You can only release jobs that you originally submitted. When GL-DocMon is running on the taskbar, selecting the document begins document monitoring.

- **Document > Print Now For Scheduled Print**—this item overrides the assigned print schedule order for a particular job and prints the selected job immediately.

- **Document > Cancel**—deletes the print job from the queue. You can only cancel print jobs that you originally submitted.

- **View > Configure**—displays the Configuration window.

- **View > Refresh**—renews the window display.

- **View > Status Bar**—check or uncheck to display or hide the status bar.

- **Help > Topics and Index**—accesses the online help application.

- **Help > About**—displays copyright, version, and other information about the Document Monitor.

Document Monitoring Tabs

The tabs on this window are:

- **Print Queue** tab—Displays a list of all current jobs. Using this tab you can view all the jobs in the print queue, pause and resume printing, and cancel a print job.

- **Private Print** tab—Lists the confidential print jobs. Using this tab you can view all your private print jobs and cancel jobs as needed.

- **Proof Print** tab—Displays details of proof print jobs. Proof print jobs are those for which a proof copy has already been printed but the balance remaining is being held in this queue.

  You can view all proof print jobs that have not been printed, release the rest of the document for printing, and cancel a print job as needed.

- **Scheduled Print** tab—Displays details of jobs that are being held for printing at a specified date and time.

- **TopAccessComposer** tab—Displays details of documents stored in TopAccessComposer.
- **Invalid** tab—Lists jobs with invalid department codes (if Department Code Enforcement is enabled).

Printer Information

The printer information includes:

- **Printer Image**—A visual representation of the printer, showing warnings as yellow and errors as red.
- **Name**—Name of the printer.
- **Model**—Identifying printer model number.
- **Location**—The printer's physical location.
- **Status**—Status of the printer.
- **Physical Address**—Controller's machine address—a unique ID provided by the controller's network card. (Also referred to as the hardware address.)
- **Printer Information**—Displays the cassette status icon along with the errors and warnings that have been recorded for the printer. Shows cassette status and provides cassette information such as toner low, door open, paper jam, etc.
- **Description** (list box below Printer Information)—Highlights the method of recovery for the alert selected above. For example: "Paper Empty – Main Unit Upper Cassette."

DEVICE STATUS BAR

The status bar extends along the lower border of the Device Status window. The information it contains depends upon the tab you've chosen.

Device Status Bar showing the printer is idle

Note: You can choose whether or not to display the status bar by checking and unchecking the Status Bar option using the View menu.

- Status

  Located on the left side of the bar, is a phrase that describes the status of the device or job based on the tab you've chosen:

- **Device Status tab**—shows the condition of the copier/controller.
- **Queue tab**—shows the number of documents in the print queue.
- **Private Print tab**—shows the number of private print jobs.
- **Proof Print tab**—shows the number of proof print jobs.
- **Scheduled Print**—shows the order of scheduled print jobs for the selected device.
- **TopAccessComposer**—shows the number of print jobs to be sent to TopAccessComposer.
- **Invalid**—shows the number of print jobs in the Invalid print queue.

■ IP/IPX Address

This item on the taskbar shows the IP or IPX Address for the device connected to the selected controller.

Shows that the Document Monitor is communicating with the controller.

Shows that the communications link between the Document Monitor and the controller is broken and displays the message `The` GL-1020 `is not responding`.

The Document Monitor periodically tries to reestablish the link. How frequently this is done depends upon the refresh rate. You may override the automatic relinking attempt by clicking the printer icon. This causes the Document Monitor to attempt to reestablish the link immediately.

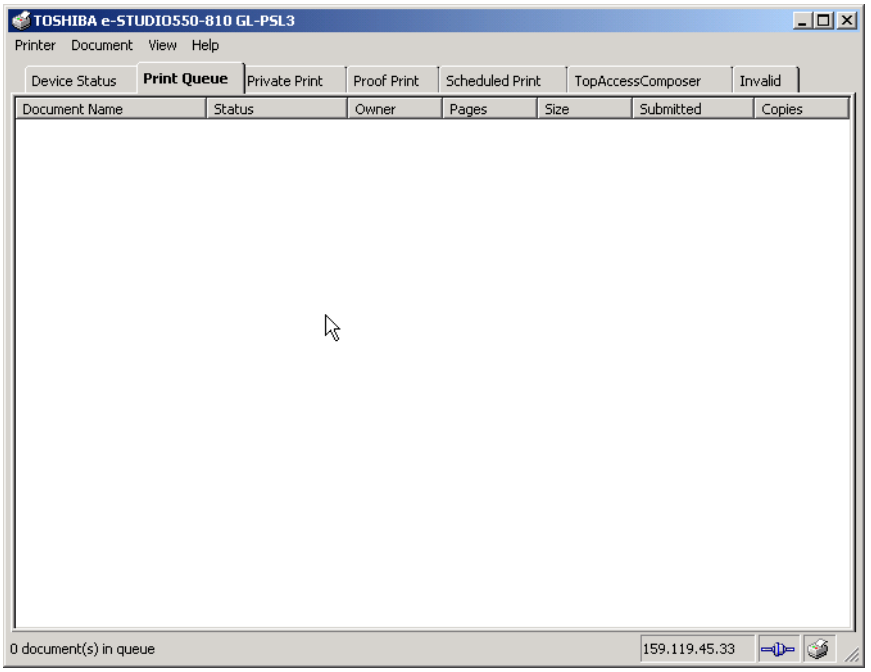
Note: A broken communications link also shows when you reboot the controller.

Warnings display as yellow and errors as red. Clicking the primary icon (the first one) takes you to the Device Status window.

Used to horizontally resize the window; all tab windows will resize accordingly. Vertical resizing is not allowed.

QUEUE REFERENCE

Each of the GL-DocMon job status tabs **Device Status**, **Print Queue**, **Private Print**, **Proof Print**, **Scheduled Print**, **TopAccessComposer**, and **Invalid** display essentially the same information.



Sample Print Queue Status window

Menus

- **Printer** > **Close**—closes the dialog box.
- **Document** > **Cancel**—cancels a document that is printing.
- **View** > **Configure**—displays the Configuration dialog box.
- **View** > **Refresh**—updates the display with new information from the controller.
- **View** > **Status Bar**—turns on and off the display of the status bar.

Job status information

- **Document Name**—is the name of the document that is printing.
- **Status**—is the state or condition of the job.
- **Scheduled to Print**—for Scheduled Print jobs, this item displays the date and time the job is scheduled to print in localized form.
- **Owner**—identifies who submitted the job.
- **Pages**—shows the pages in the job and number of pages printed. For example, 10/100 indicates that 10 pages of a 100-page job have printed.
- **Size**—is the size of the print job in bytes.
- **Submitted**—is the date and time that print job was submitted.
- **Copies**—for Scheduled Print jobs, this item contains the number of copies requested.

CHECKING DEVICE STATUS

1. Click the **Device Status** tab.
2. Check the Printer Information.
3. Check the status bar along the bottom of the tab.

   For more information about this bar, see *Device Status Bar* on page 183.
4. To update this information, click **View** > **Refresh** or click **F5**.

CHECKING JOB STATUS

1. If the GL-DocMon program is not running, click **Start** > **Programs** > **GL-DocMon**.
2. Right-click the GL-DocMon icon in the taskbar, select the device name, click **DocMon**.
3. Click the **tab for the queue you want to monitor, such as the Scheduled Print or Invalid** queues.

To refresh the job status, click **View** > **Refresh** or press **F5**.

DELETING CURRENT PRINT JOBS

1. In the GL-DocMon list box for a specific queue, click the job you want to delete.

   You can only delete jobs that you originally submitted.
2. In the menu bar, click **Document**.
3. From the drop-down menu, click **Cancel**.

RELEASING PROOF PRINT DOCUMENTS

1. In the GL-DocMon list box for the Proof Print queue, click the job to be released.

   You can only release jobs that you originally submitted.

2. In the menu bar, click **Document**.

3. In the drop-down menu, click **Release Proof**.

   The Release Proof dialog box displays.

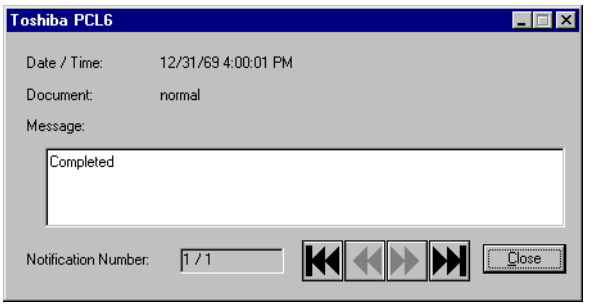
4. Enter the number of copies to be printed in the edit box or use the spinner control to select the number of copies.

5. Click **OK** to set the number of copies and release the document for printing or click **Cancel** to close the dialog box and cancel the release request.

EVENT NOTIFICATION

When an event occurs that has been assigned alert status (selected for notification), a popup notification dialog box appears. This popup message contains the following information about the event:

Note: If you did not select Popup Message as the notification method, you will not see a popup notification dialog box.



Sample alert message

- **Date/Time**—displays the date and time of the document.
- **Document** —displays the name of the document.
- **Message**—displays the event notification message.
- **Notification Number**—displays the sequential order of the current message in the notification queue. For example, 3/8 indicates that it is the third message in a queue of eight notifications.

Displays the first notification dialog box in the queue.

Displays the previous notification dialog box in the queue.

Displays the next notification dialog box in the queue.

Displays the last notification dialog box in the queue.

Close —closes the window.

INTERPRETING DEVICE MESSAGES, WARNINGS, AND ERRORS

Following is a list of printer and controller-related messages, warnings, and errors that may occur during print processing.

- Document has printed successfully.
- Private print document is being held—go to the printer and release your print job using the control panel.
- Document has been cancelled—you cancelled your document manually, the desired paper size is not available or the job timed out.
- Document is unserviceable—the controller is not available. Contact the system administrator.
- Printer has a paper jam—refer to the diagrams on the printer to remove the paper jam.
- Printer is offline—press the online button on the printer. If the printer remains offline, contact the system administrator.
- Cassette is out of paper—add paper to the empty cassette.
- Printer door is open—close the printer cover.
- Printer requires attention—contact the system administrator.

LOCATING A DEVICE

GL-DocMon is configured by default to interrogate the controller at regular intervals. The frequency with which it polls the controller is called the refresh or polling rate.

Note: GL-DocMon cannot locate or interrogate the controller if it has been set up as a NetWare NDPS printer or NPRINTER.

If the copier and controller are at a remote location, there are at least two occasions when you may need to manually determine if the controller is connected to your printer driver.

- You receive a message that the system is unavailable.

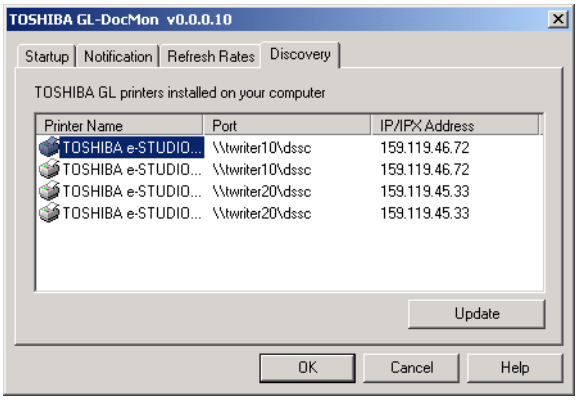
  You can ask GL-DocMon to find out if the system is back on line. Using this procedure you can check on the device at any time.

- If your network includes hundreds of workstations, automatic polling can create unwanted network traffic.

  If the refresh rates are set to zero (0) for Document Notification, Printer Status and Print Queue, the Document Monitor does not poll the device. You can use this procedure to determine manually if the device is on line.

1 From the GL-DocMon main menu, click **Configure...** .

2 Click the **Discovery** tab.



GL-DocMon Configuration dialog box with Discovery tab selected

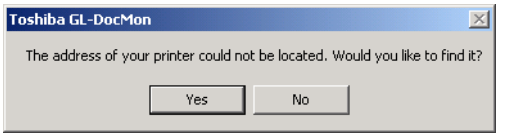
3 Select the driver name.

4 Click **Update**.

Note: Another way to interrogate the device is to click Update Now on the Device Status tab of the GL-DocMon window.

TROUBLESHOOTING A CONNECTION

When you activate the Document Monitor, if the printer driver you select is not connected correctly to the controller, a message displays:



GL-DocMon message

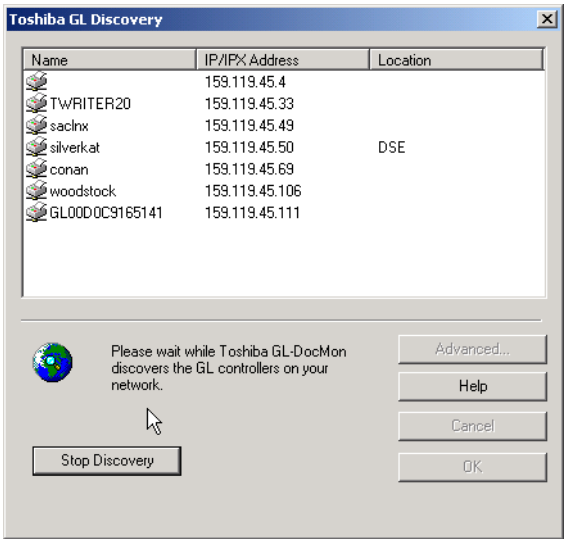
Discovering the Device

1 Click **Yes** to locate the controller.

The Document Monitor displays the advanced Discovery dialog box.

2 Click **Start Discovery** to begin the process.

The Document Monitor locates all the controllers in your network.



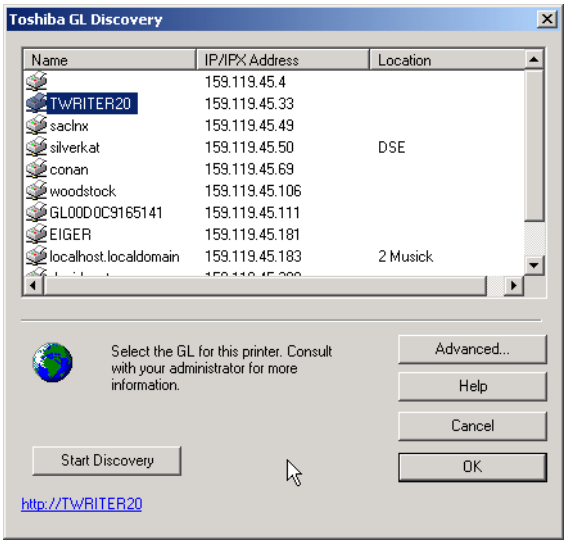
Discovery dialog box in the process of discovering controllers

Clicking **Stop Discovery** stops the process.

When the process completes, the dialog box prompts: `Select the GL for this printer. Consult with your administrator for more information.`

3 Locate the name and address of the device to which you are attempting to connect.

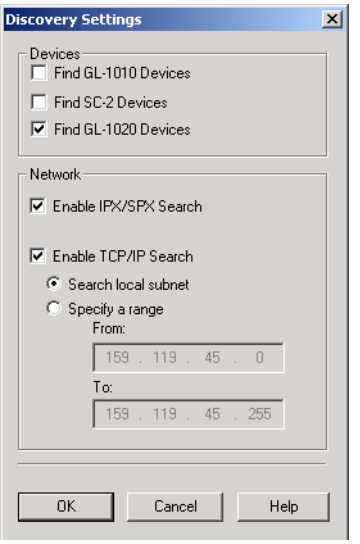
4 Select the device and click the link in the lower-left corner of the window to launch TopAccess for the device.



Discovery dialog box with a link to TopAccess

5 Click **Advanced** to narrow your search to a specific device.

Searching for Specific Devices



Discovery Settings dialog box

In the **Devices** section, select the TOSHIBA device you're looking for.

Searching by Protocol

In the **Network** section select a protocol. All protocol options are grayed out if you do not have the protocol installed.

IPX/SPX Search

Enable IPX/SPX Search—searches for TOSHIBA devices running the IPX/SPX protocol.

TCP/IP Search

Enable TCP/IP Search—searches for TOSHIBA devices that are running the TCP/IP protocol.

Search local subnet—uses the local computer's subnet range.

Specify a range—lets you manually enter the IP Address range.

From—specifies the starting IP Address.

To—specifies the ending IP Address.

TOPACCESS (END USER MODE)

TopAccess is a web-based job and device management tool that allows you to access GL-1020 device information over the Internet.

This chapter explains how to access and use TopAccessComposer to monitor the TOSHIBA e-STUDIO550-810 Electronic Document Processing System.

TOPACCESS OVERVIEW

TopAccess has two web sites available. One site is designed for end users and the other is for the administrators.

- The end-user site displays controller and scan job status as well as enabling you to create and maintain private groups and templates.
- The administrator site enables network administrators to configure controller settings, conduct maintenance, and update the address book, public group and public templates.

With TopAccess, administrators and service engineers can:

- View controller status
- Configure controller and network properties
- Set up default print options
- View and modify job queues
- View and modify copier attributes
- View cassette/accessory configuration
- View and clear the log files for jobs, messages and counters
- Locate other TOSHIBA devices on the network
- Upload client software to the network
- Install client software
- Initiate a scan

End users can:

- View general copier information including controller status and alerts
- View cassette/accessory configuration
- View and modify the status of jobs submitted by the user
- View the counters logs
- Locate other TOSHIBA devices on the network
- Install client software

Note: Because TopAccess uses cookies to store persistent information on the user's system, users must have cookies enabled in the browsers for TopAccess to work correctly.

OPENING TOPACCESS

To navigate to TopAccess, enter the following URL on the search line of your Internet browser.

```
http://<IP Address> or http://<Device Name>
```

For example:

```
http://159.119.44.234 or http://mygl-1020
```

The TopAccess web page opens.

Using the GL-DocMon Link

1 Right-click the GL-DocMon icon.

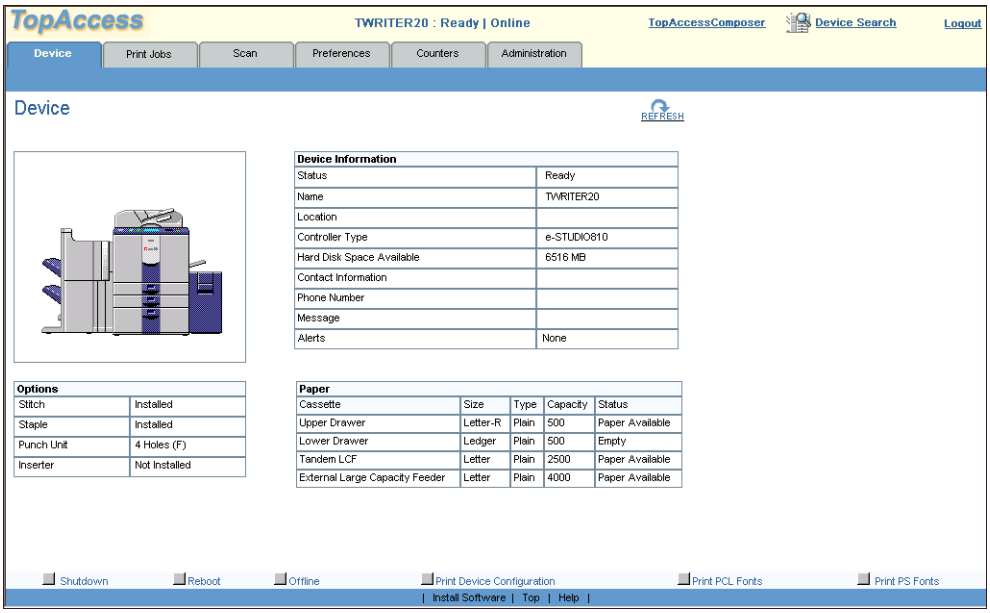
2 Select the printer driver that is connected to the TOSHIBA controller.

3 Select TopAccess.

TopAccess Home Page

The TopAccess Home Page or Main page is the general information page and appears upon launching the application.

From here, you can initiate most device monitoring and management functions.



TopAccess Home Page

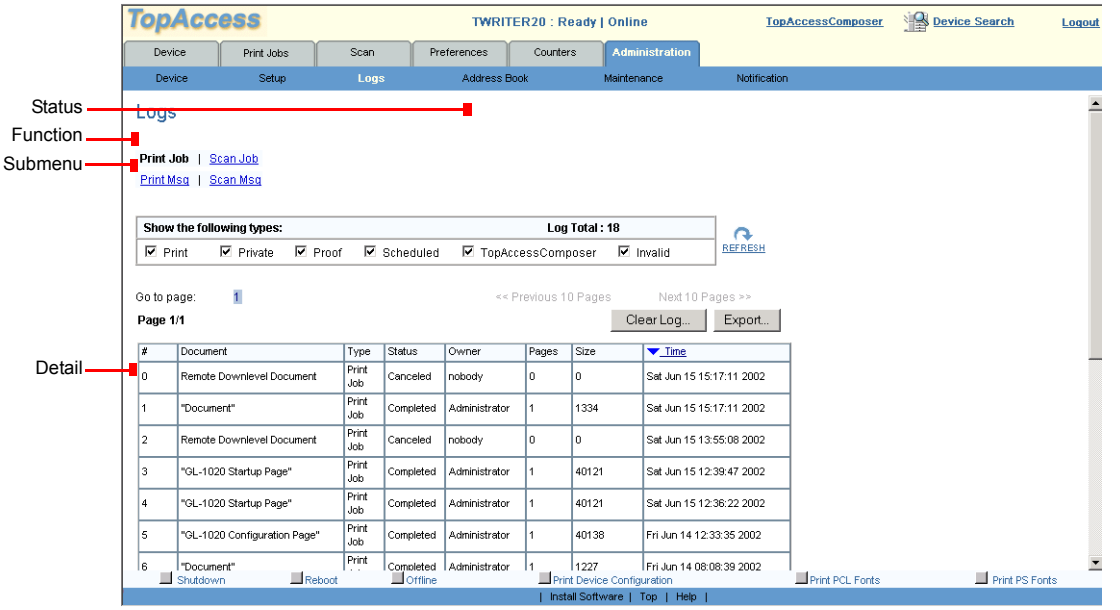
The basic TopAccess page contains a header area, body area and a footer area.

The header area includes:

- TopAccess logo
- Device and communications status (Ready/Alert and Online Offline)
- Short-cut access to TopAccessComposer
- Short-cut access to device search
- Short-cut access to login page or logout command
- Main menu bar to provide access to main pages of TopAccess
- Submenu bar

The main body frame displays the main menu items as well as icon graphical links to the menu items.

The footer area contains navigation to the top of the current page, the help information and the Install Software feature.



TopAccess User Interface

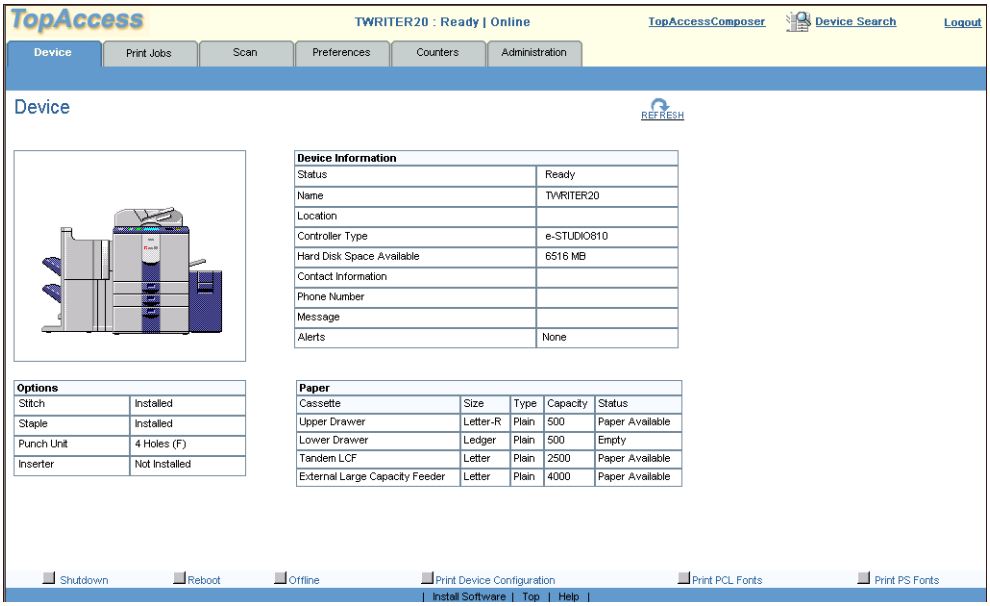
The Status line shows the current state of the device.

Click a tab to select a desired function. Each tab may have additional tabs and menus enabling you to find the detailed information you need.

When you initially open the TopAccess web site, you have access to end-user functions, such as viewing device settings and the print queues. You must log in as an administrator to perform administrative functions.

CHECKING DEVICE STATUS

TopAccess opens with the end-user *Device* tab, which includes a picture of the device.



TopAccess Device Status

This tab shows the following information about the controller:

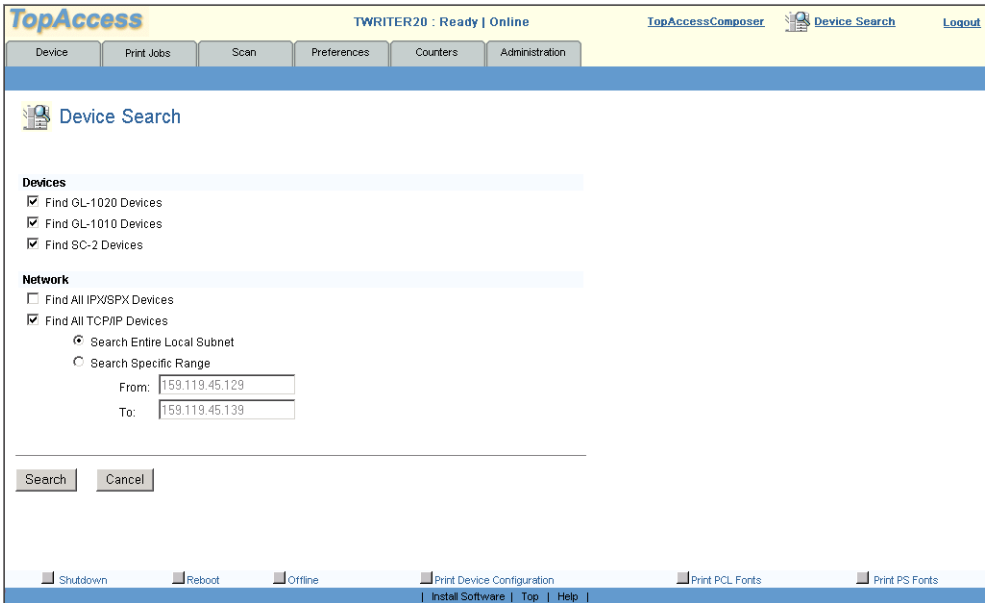
- Device status, which can be "Ready" or a number that identifies an alert condition. Errors are in red and warnings are in yellow.
- Device name and location.
- The contact name and phone number for the person responsible for managing the controller.
- Paper trays on this device (media size, media types, cassettes and their status).
- List of optional components installed on the device.
- Administrative message.

At any time, the end-user may click **Refresh** to update the TopAccess status information.

FINDING AND CONNECTING TO DEVICES

Both end users and administrators can locate and connect to all other GL-1020 devices on your network.

1 Click the Device Search link.



Sample Device Search

2 Check the boxes to select the devices and network protocol.

3 Click **Search**.

TopAccess displays the results of your device search.

4 Find the GL-1020 device you want to connect to in the Device Search Results list and click the corresponding link.

A browser window containing the TopAccess screen for the selected device opens.

MANAGING PRINT JOBS

Using TopAccess, you can view, delete and release print jobs.

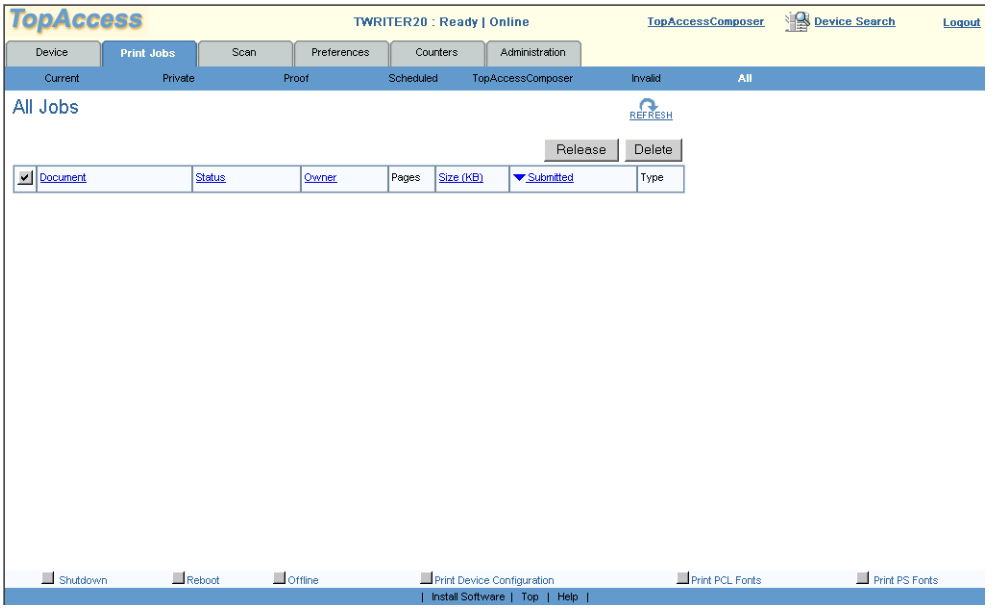
End users can manage their own jobs while administrators can manage all jobs.

Viewing Print Jobs

To view the jobs in the various queues:

1 Click the **Print** or **Scan Jobs** tab.

All Jobs is the default page.

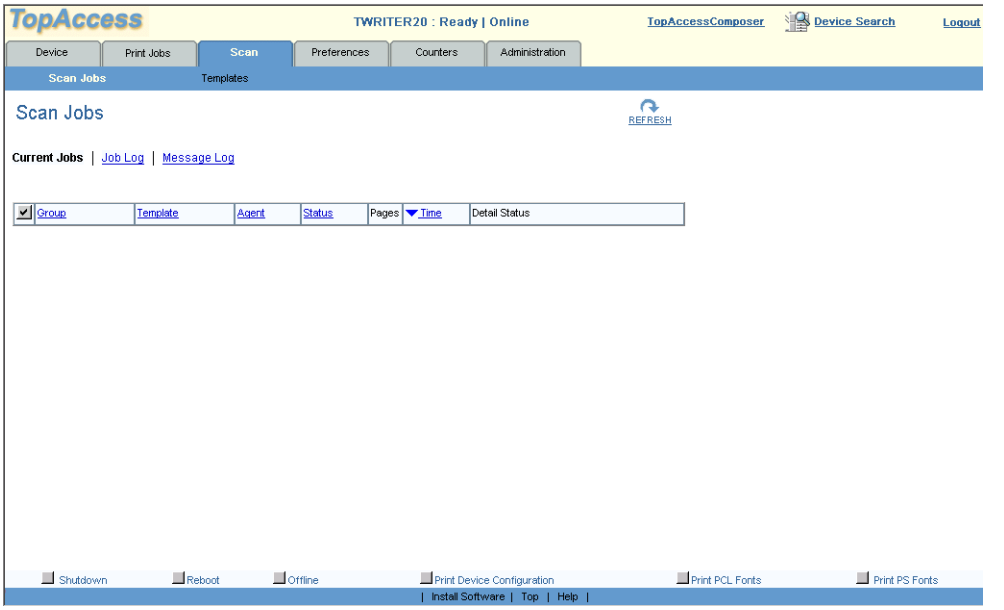


Sample Print Jobs page

The Print Jobs page displays links to these job types:

- Private Jobs
- Proof Jobs
- Scheduled Jobs
- TopAccessComposer Jobs
- Invalid Jobs - submitted with an invalid department code

- All Jobs



Sample Scan Jobs page

The Scan Jobs page displays links to the various scan logs:

- Current Scan Jobs, which lists all scan jobs currently queued for processing
- Scan Jobs Log, which lists completed scan jobs
- Scan Message Log, which lists system messages related to the scan function.

2 To update the information on the page, click **Refresh** in the right corner.

3 To sort the results, click a heading.

The page refreshes and a small triangle on the column heading indicates the sort sequence. The direction of the triangle indicates ascending or descending order. The default sort order is ascending.

Deleting Jobs from the Queue

You can delete your pending print or scan job from the queue if it is listed on one of the Jobs pages.

1 Click the **Print** or **Scan** tab.

TopAccess opens the Print or Scan Jobs page.

2 For print jobs, click the sub tab for the type of job you want to delete.

3 Click the check box next to the job name.

To delete all jobs, click the check mark on the header. This button sets marks on all the jobs in the list. Clicking the check mark again clears all the check marks.

4 Click **Delete**.

While TopAccess is deleting a job the status changes to `Deleting`.

Changing Proof Print Job Copy Counters

After reviewing the first copy of a proof print job you can change the remaining copy count on the Proof Jobs page. The Copies column displays the number of copies for each proof job.

1 Click the **Print Jobs** tab.

The Current Jobs page opens.

2 Select the Proof page.

The page displays details for proof print jobs.

3 Scroll down the list to locate the job.

4 Check the box next to the job whose count you are changing.

To select all jobs, click the check mark on the header. This button marks all the jobs in the list. Clicking the check mark again clears all the check marks.

5 Change the copy count number in the Copies column. The count must be between 1 and 9999.

You can change the copy count and release the job or you can release the job without changing the count.

6 Click **Release** to release the job to printing.

After you release the job, you may monitor its status using the Current Jobs list.

Releasing Proof and Scheduled Jobs

1 Click the **Print Jobs** tab.

2 Select the Proof or Scheduled jobs.

For Scheduled jobs, TopAccess displays the date the job is scheduled to print in the Status column.

3 Scroll down the list to locate the job.

4 Check the box next to the job you want to print.

To release all jobs, click the check-all button in the header. Clicking this button again clears all the check marks.

5 Click **Release** to print the selected job(s).

After you release the job, monitor its status using the Current jobs list.

Print Job Administration

It is a good idea to perform regular maintenance tasks, such as resetting the counter, backing up and restoring the address book and scan templates, or deleting files stored on the controller.

For information about how to reset job counters, see *Resetting Scan Counters* on page 211.

MANAGING SCAN JOBS

To determine the status of a scan job, you can view the various scan logs:

- Current Jobs, which lists all scan jobs currently queued for processing
- Scan Jobs Log, which lists completed scan jobs
- Scan Message Log, which lists system messages related to the scan function.

Besides viewing these logs, you can delete scan jobs.

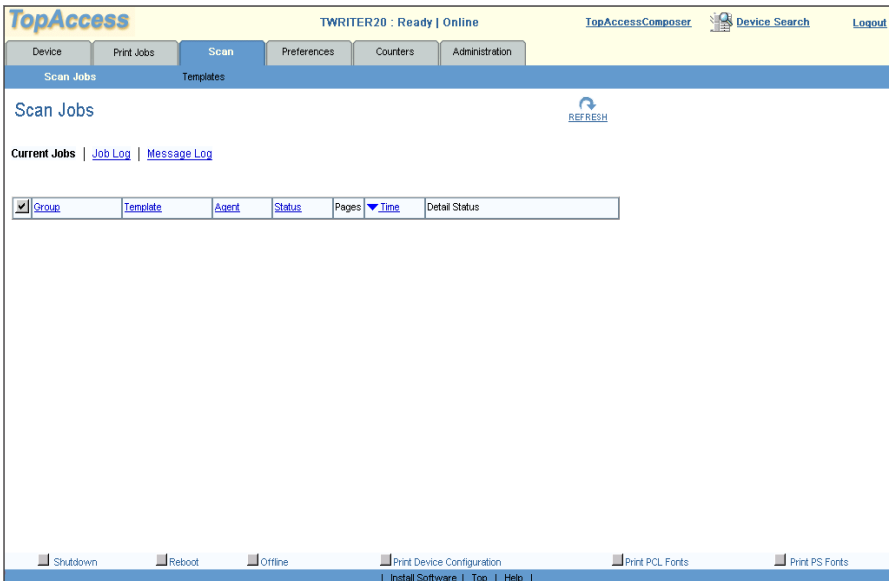
Viewing Current Scan Jobs

The Scan Jobs page displays the list of current scan jobs and provides links to the scan jobs log and scan message log.

The Current Jobs list displays the group, template, agent, status, number of pages and start time for each scan job.

1 Click the **Scan** link.

2 If necessary, click **Scan Jobs** to open the Current Jobs page.



TopAccess Current Scan Jobs page

3 To sort the current jobs list so that a particular job is easier to find, click the appropriate table heading. The page refreshes to display the information in the order you requested.

4 Scroll down the list to see details of the job.

Viewing the Scan Jobs Log

To view the list of completed scan jobs:

1 On the Scan Jobs page, click **Job Log**.

2 To sort the log in a particular order, click the appropriate table heading.

3 Scroll down the list to see details of the job.

4 Click the **Refresh** icon in the right corner to update the information on this page.

The Scan Jobs Log displays the group, template, agent and status for each job.

Viewing the Scan Message Log

To view the list of system messages for scan jobs:

1 On the Scan Jobs page, click **Message Log**.

2 To sort the list of messages in a particular order, click the appropriate table heading.

3 Scroll down the list to locate the messages.

Deleting Scan Jobs

You can cancel any job that is in the Current Jobs queue by deleting it.

1 On the Scan Job*s* page, check the box next to the scan job that you wish to delete or click the Check All heading to select all jobs.

2 Click **Delete**.

3 Click **OK** to confirm the deletion process.

The scan job(s) will be deleted from the queue.

Scan Administration

It is a good idea to perform regular maintenance tasks such as resetting the scan counter, backing up and restoring the address book and scan templates, or deleting scan files stored on the controller.

For information about how to reset scan counters, see *Resetting Scan Counters* on page 211.

Maintenance Functions on page 217

MANAGING COUNTERS

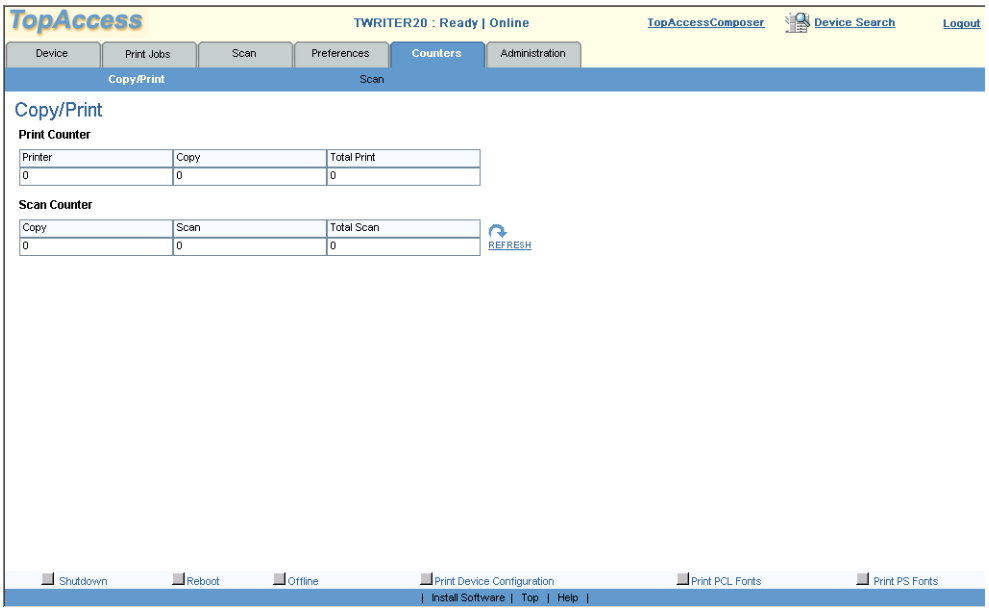
The controller keeps track of the number of pages printed, copied and scanned and maintains a set of counters. These statistics can be displayed in totals or broken down by department. This topic describes how to view the statistics and manage department counters.

All users can view the statistics maintained by the controller. If you use department codes, end users can also reset department counters and save department statistics in a format that can be used for reporting.

Only administrators can reset the scan counters.

Viewing Job Statistics

The Counters page shows job statistics by department and for all departments. You must enter a valid department code to access this information.



To view the count for a department:

1 Click the **Counters** tab.

The Enter the Department Code page opens.

2 Type the code of the department for which you want to view the count or enter the master department code to display counters for all the departments.

3 Click **Enter**.

If you enter a correct department code, TopAccess displays the counters for the department.

If you enter an invalid department code, TopAccess displays an error message and prompts for the department code again.

RESETTING DEPARTMENT AND JOB COUNTERS

To reset the counters for a department or type of job:

1 Click the **Counters** tab.

2 Click the Copy/Print submenu to reset the copy or print counters or the Scan submenu to reset the scan counters.

3 Type the master department code and click **Enter**.

4 Select a department.

5 Click **Reset Counter**.

The Reset Department Counter window opens.

6 Click **OK**.

Exporting Counters

To save department or job type counters in a format that can be used for reporting, follow these steps:

1 Click the **Counters** tab.

2 Click the Copy/Print submenu to export copy or print counters or the Scan submenu to export scan counts.

3 Type the master department code and click **Enter**.

4 Click **Export**.

5 Select the delimiter from the drop-down menu and check the box to include field names in the exported file.

6 Click **OK**.

7 Click the **File Name** link to download.

Note: If you experience any problems, you can use the filename hyperlink to download the exported file. Right-click the filename hyperlink and select “Save Target As...” (Internet Explorer) or “Save Link As...” (Netscape Navigator) from the drop-down menu.

Resetting Scan Counters

You must be logged in as an administrator to reset scan counts.

Note: You cannot reset the total scan counter.

1 Click the **Counters** tab.

2 Click the Scan submenu.

TopAccess displays the scan counters for each template group.

3 To reset the scan counter of a template group, check the checkbox adjacent the group or click the heading button to select all the template groups.

4 Click **Reset Counter**.

BASIC TROUBLESHOOTING

This chapter provides information on some of the operational errors that can occur when printing to the GL-1020 controller, explains the status and error messages logged in GL-DocMon and TopAccess, and provides the answers to some frequently asked questions.

If you cannot resolve a printing problem after reviewing the information in this chapter, please consult your network administrator.

GL-DOCMON ERROR CONDITIONS

GL-DocMon Status: “The GL-1020 is not responding”

Problem Description

The status bar reads, “The GL-1020 is not responding” and the broken connection icon is displayed in the taskbar.

Corrective Action

1 Wait for a couple of minutes.

Most of the time, the connection is reestablished automatically.

2 If the broken connection condition persists, exit and restart GL-DocMon.

3 If, upon restarting GL-DocMon, you receive a message that the address cannot be resolved, contact your network administrator

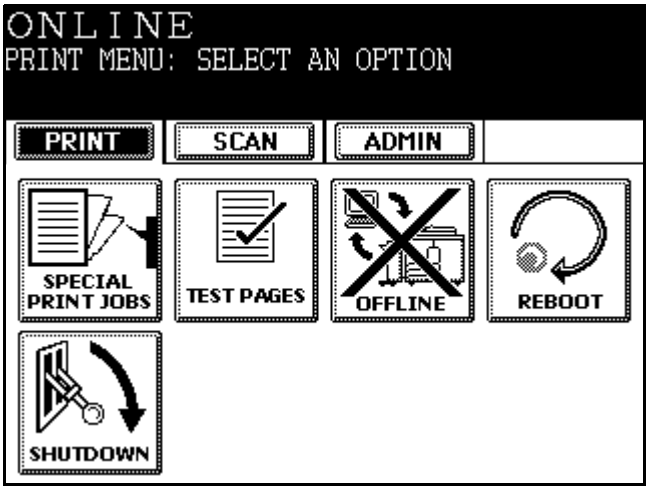
It is sometimes necessary to reboot the controller before new settings can take effect. At other times, you may need to reboot the controller to synchronize communication with the copier again. If possible, avoid rebooting the controller by physically resetting it.

The preferred way to reboot is as follows:

1 Press **PRINTER/NETWORK**.

2 Press the PRINT tab.

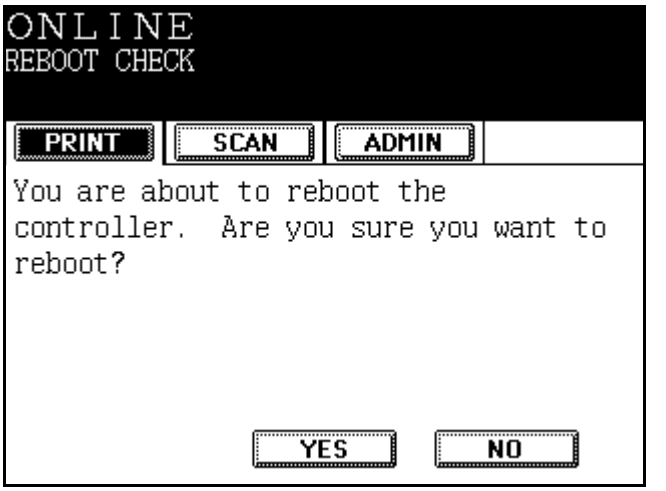
The main Print menu opens.



Sample Print menu screen on copier control panel

3 Press REBOOT.

A confirmation message appears.



Sample Reboot Check screen on copier control panel

4 Press YES to proceed.

The controller goes offline while rebooting and the LCD touch screen displays first `Shut-down in progress` and then `Starting Controller. Please wait.` When the controller comes back online, you can resume network and printing functions.

Rebooting procedure if all else fails

If you can't reboot the preferred way, do the following:

1 Press **PRINTER/NETWORK**, holding down the button for at least 10 seconds.

2 Press **START**.

The controller reboots.

Warning! Do NOT reboot the controller unless absolutely necessary. Any job currently being processed will be lost during the rebooting process.

Cannot View Job in GL-DocMon Print Queue

Problem Description

After submitting a job to print, there are several reasons why you may not see the job in the print queue:

- Wrong device selected.
- The job is queued on the Windows® operating system print spooler.
- The job may be held in the Novell print queue.
- A copier error prevents printing.

Corrective Action

- Check the device location to see if there really should be any jobs listed.
- Check the Jobs Log in TopAccess to see if the status of the job is listed as Done, Deleted, or Unserviceable.

  If the job is very small, it may have already been serviced and moved to the Jobs Log as a terminated job. If the job was unserviceable for some reason, it no longer appears in the under Current Jobs list.
- Look at the copier's control panel LCD for error messages. For instance, a prompt to load paper holds up subsequent jobs in the queue.

Cannot Interpret GL-DocMon Messages/Warnings/ Errors

Problem Description

The device status indicates the current state of the copier to which print jobs are being submitted.

Corrective Action

For an explanation of device status messages, refer to the GL-DocMon online Help topic titled, *Interpreting Device Messages, Warnings and Errors*.

GL-DOCMON ERROR MESSAGES

Document is unserviceable

Unless there is a hardware error, a job is considered "unserviceable" if the controller does not support the features selected for the job. This most often occurs when you use a non-TOSHIBA driver to submit a job to a GL-1020 printer.

For example, you may select an HP LaserJet driver in the Windows® operating system and connect it to the network port to which the controller is attached. Since the default configuration is PCL, the controller may not recognize that the print commands (requesting services it doesn't provide) are coming from a non-TOSHIBA driver.

Corrective Action

1 Use only TOSHIBA printer drivers, PPD file (Macintosh), and Unix filters to print to the GL-1020.

2 Make sure that the driver's network port is mapped to the correct GL-1020 printer. For more details, refer to the GL-1020 Operator's Guide (Basic).

Printer has a paper jam

The copier bitmap image displayed on the copier's control panel and in TopAccess indicates the location of the paper jam. You must clear the paper path before printing can resume. For more information about resolving paper jams, refer to the *Toshiba Operator's Manual for Copying Functions* or contact your TOSHIBA authorized dealer for support.

Printer is offline

An administrator has turned off the printer, so it is not available to process your job. Contact your network administrator for support.

Cassette is out of paper

Consult TopAccess to find out which cassette is out of paper. Fill the cassette and press START at the copier's control panel to resume printing.

Printer door is open

Consult TopAccess to find out which door is open. Printing automatically resumes when you shut the door.

Printer requires attention

An error has occurred on the copier. Go to the copier's control panel to see what type of error has occurred. For more details on resolving the error, refer to the *Toshiba Operator's Manual for Copying Functions* or consult your network administrator.

GLOSSARY OF TERMS

Definition of Common Terms

Term	Definition
ACS	**A**utomatic **C**assette **S**witching. A feature where a copier recognizes a request to print a specific page to a specific type of paper (in a different cassette) and prints the output accordingly.
ADD	**A**uto-**D**uplexing **D**evice. A copier component that allows double-sided printing and copying (standard equipment).
ADF	**A**uto-**D**ocument **F**eeder. An accessory that allows a document to be fed or scanned without user intervention.
ADU	**A**uto-**D**uplexing **U**nit. An accessory that allows double-sided printing and copying (optional).
Auto Continue	A set of options that enables you to specify how you want the digital copier to respond to paper-out conditions.
Bandwidth	The volume of data per unit of time a computer can handle. Bandwidth is increased by connecting to faster transmission lines.

Term	Definition
Bin	An output tray of a finishing unit or other paper output peripheral such as a mailbox sorter.
Booklet mode	A feature where each page of a document is printed on a half sheet of paper, which can then be folded and/or stapled to produce a smaller booklet/magazine. Booklet mode was previously known as magazine sort. The GL-1020 supports two kinds of Booklet mode: left to right read mode and right to left read mode.
Bypass Feeder	See *Stack Feed Bypass*.
Cascade Printing	A feature where a copier switches to the next output tray when the first designated output tray is full.
Cassette	The copier's containers for input paper.
Client/Server	A network architecture in which client machines request services and server machines provide the services.
Cover Sheet	A feature where one or two pages (front or front/back) are printed with the original document as a cover. The cover sheet is stapled with the document (if stapling is requested).
Creep Size	Creep refers to the amount by which each page sticks out compared with the last page when folded in a stack. Generally, the longer the document (i.e., the more pages it has), the greater the creep size. If you plan on trimming the final booklet, specifying the creep size can prevent the contents of the booklet from "creeping" into the page's "trim zone". The minimum is 0 mm and the maximum is 20 mm.
Current Jobs	The list of all print and copy jobs currently queued to the selected GL-1020 controller. You can view it using either the TopAccess or the GL-DocMon application.
Device	Refers to the GL-1020 controller connected to a network digital copier. Often, the term device is used to refer to the entire controller/copier system.
DHCP	**D**ynamic **H**ost **C**onfiguration **P**rotocol. A TCP/IP protocol which enables a network connected to the Internet to assign a temporary IP address automatically to a host computer that connects to the network.

Term	Definition
DIN	Document Identification Number. You must enter this number at the copier to release private jobs for printing.
Document Identification Number (DIN)	The 5-digit code required to release a Private Print job for printing. Enter the DIN from the copier's control panel.
Document editor / organizer	Refers to the TopAccessComposer application, which enables you to store, edit, manage and print scanned images using a web interface.
Document Profile	A pre-defined set of driver settings that allows you to auto-configure your print job with a click of the mouse.
Drawer	See *Cassette*.
Driver	See *Printer Driver*.
Duplex	The process of printing on both sides of a sheet of paper. For duplex printing, the copier must have an **A**utomatic **D**uplex **U**nit (ADU) installed. See also *Simplex*.
Electronic Document Processing System	This system consists of the TOSHIBA e-STUDIO550/650/810 digital copier connected to the GL-1020 controller. It provides the convenience of walk-up copying, scanning, and network printing from the same device.
Electronic mailbox	A feature of Private Print Mode, where a private print job can be separated and sorted on a different tray.
Ethernet	A local area network (LAN) developed by Xerox, Digital and Intel (IEEE 802.3). It is the most widely used LAN access method. Token Ring is next. Ethernet is normally a shared media LAN. All stations on the segment share the total bandwidth, which is one of 10 Mbps (Ethernet), 100 Mbps (Fast Ethernet) or 1000 Mbps (Gigabit Ethernet).
Event	A significant occurrence such as the completion of a print operation.
Finishing unit or Finisher	A copier accessory that provides Sort, Group, Staple and Hole Punch printing/copying options.
FPOT	**F**irst **P**age **O**ut **T**ime. The length of time the copier takes to process and print the first page of a print job.

Term	Definition
Frame	A data packet sent through the network. There are several types of frames, which differ in the way the data is arranged. In order for the different nodes within a network to communicate, the same frame type must be setup for each.
Gateway address	The IP address of the router that the GL-1020 controller uses to access devices on other subnets.
GL-1020	The TOSHIBA controller used to connect digital copiers to a network. Also referred to as the *device* or *printer*.
Group sort	Sorting multi-page, multi-copy output into sets or *groups*. For example, if a 3-page original document is sorted into five sets, the output is five copies of page 1, five copies of page 2, then five copies of page 3.
Gutter	The size of the inner margin between facing pages of a bound document. The minimum value is 0 mm and the maximum is 150 mm.
Hardware address	The unique address assigned by the manufacturer of a network interface card. Also known as the ***M**edia **A**ccess **C**ontrol* (MAC) address.
Hole Punch	An optional finishing unit that punches binder holes in pages after printing.
HTTP	**H**yper**T**ext **T**ransfer **P**rotocol. The Internet standard that supports information exchange on the World Wide Web (WWW). HTTP provides users with transparent access to the Internet.
Image overlay	An independent document file containing text, graphics, charts, tables or any other document element, that is merged with another document during printing.
IP	**I**nternet **P**rotocol. The IP part of the TCP/IP communications protocol. IP implements the network layer (layer 3) of the protocol, which contains a network address and is used to route a message to a different network or subnetwork. IP accepts “packets” from the layer 4 transport protocol (TCP or UDP), adds its own header and delivers a “Datagram” to the layer 2 data link protocol. It may also break the packet into fragments to support the maximum transmission unit (MTU) of the network.

Term	Definition
IPX	**I**nternetwork **P**acket E**x**change. A NetWare communications protocol used to route messages from one node to another. IPX packets include network addresses and can be routed from one network to another.
Jobs Log	A file that contains a historical record of the jobs submitted to the GL-1020 controller. The information for each job includes the document name, size, date and time stamp, and status. You can filter the Jobs Log to list only the details for specific types of jobs.
Job Preset	A feature of TOSHIBA stand-alone copiers that allows a walk-up user to set up for the next copy job while the copier is printing the current copy job.
Job Type	The printing method for a specific job: Normal, Scheduled, Private, Proof Print, Print to Image Overlay File, TopAccessComposer or TopAccessComposer Print.
LCF	**L**arge **C**apacity **F**eeder. A special paper feeding unit that can hold a large amount of standard (Letter or A4) sized paper.
Local operations	Operations that affect the controller's or digital copier's functionality and are performed at the physical device, usually from the copier's control panel.
LPD	**L**ine **p**rinter **d**aemon. A print management program that runs on a host, such as a Unix machine.
MAC	**M**edia **A**ccess **C**ontrol. A sublayer of the layer 2 data link protocol. It deals with network access and collision detection.
MAC Address	The unique address assigned by the manufacturer of a network interface card.
Magazine Sort	See *Booklet mode*.
Manual Feeder	A paper input unit which can be used to feed single sheets of special paper (such as envelopes, thick paper, or card) for a print job. Also called the *Stack Feed Bypass*.
Media	The physical material on which a document is printed. For example, bond, transparencies, labels are all types of media.

Term	Definition
Message Log	A file that contains a historical record of errors and warnings that occurred on the GL-1020 controller or the copier. The information for each message includes the date, subsystem, and message severity. You can filter the Message Log to list only those messages that meet specific criteria.
MFP	**M**ulti-**f**unction **p**eripheral. Hardware that combines several functions into one unit; for example, the combination of copier, printer and scanner.
NDPS	**N**ovell **D**istributed **P**rint **S**ervices. NDPS simplifies the process of setting up, administering, and troubleshooting Novell printing by migrating away from queue-based printing toward a more “plug in and print” paradigm.
NDPS Gateway	In order for non NDPS-aware printers, such as the GL-1020, to operate within the NDPS model, a proprietary “gateway” must be installed and configured on the network. The TOSHIBA NDPS Gateway is distributed on the e-STUDIO GL-1020 Admin’s Client CD-ROM.
NDS	**N**etWare **D**irectory **S**ervice. NDS maintains a hierarchical database of information about the network resources within a global enterprise, including networks, users, subgroups, servers, volumes and printers. Users log onto the network as a whole, not a specific server, and NDS determines their access rights.
NDS Context	The organizational unit that contains the print server object. Print queue and device objects can be located anywhere within the NDS tree, but the HP JetDirect print server needs to be configured to use the fully-qualified print server object name.
NDS Tree Name	Refers to the name of the organizational tree used by your network. This name is normally found in the Net.cfg file located with your MS-DOS Vlm.exe program or from within the Nwuser.exe program that runs under the Windows® operating system.
NetWare	A network operating system from Novell based on a client/server architecture. Clients log onto one or more file servers, which provide network services such as Email, printing, and storage.

Term	Definition
Network Printing	Printing from a client workstation running a Macintosh, Unix or Windows® operating system to the GL-1020 controller, with the output produced on the connected TOSHIBA digital copier.
NFS	**N**etwork **F**ile **S**ystem. A Unix networking protocol that allows files and printers to be shared across the network.
NIC	**N**etwork **I**nterface **C**ard. A printed circuit board that is installed in both client (personal computers or workstations) and server machines to control the exchange of data between them.
N-up	Refers to the number of page images printed on one sheet of paper. For example, if you want to print slides or web pages, you can use the N-up feature to print up to 16 pages on one sheet of paper. Also called “Multiple Pages Per Sheet” printing.
On-demand printing	A service designed to cut book and warehousing costs by printing books at the time of sale.
Orientation	The direction in which a document is laid out on a page. Portrait orientation produces a vertical page layout (i.e., the page height is greater than the width). Landscape orientation produces a horizontal page layout (i.e., the page width is greater than the height).
Page Interleaving	A feature where a blank sheet is inserted between the pages of a print job. These Job Dividing Sheets are not stapled with the rest of the original document (if stapling is requested). This feature was previously known as Tab Sheet Insertion. See also: *Cover Sheet* and *Sheet Insertion*.
Paper Attribution on Tray	A feature where an administrator can assign which tray/bin is used for which purpose (e.g., Tray 1 is to be used for scan only).
PCL	**P**rinter **C**ontrol **L**anguage. The command language for the HP LaserJet printers. It has become a de facto standard used in many printers and typesetters. PCL Level 5, introduced with the LaserJet III in 1990, also supports Compugraphic's Intellifont scalable fonts. Starting with the LaserJet 5 in 1996, PCL Level 6 streamlines the graphics and font commands, reducing the amount of information that has to be sent to the printer.
PCONSOLE	A NetWare utility that can be used to monitor and manage queues on a NetWare server.

Term	Definition
PDL	**P**age **d**escription **l**anguage. A programming language, such as PostScript, that describes output to a printer.
Peer to Peer	A network architecture in which nodes communicate directly with other nodes, as opposed to client/server architecture.
PostScript	A page description language (PDL) from Adobe that is used extensively on all computer platforms. It is the de facto standard in commercial typesetting and printing houses, many of which require PostScript files as electronic input.
Printer Driver	Software installed on the client workstation that enables printing to a device. The TOSHIBA printer drivers are on the e-STUDIO GL-1020 Client CD-ROM. They permit printing to the GL-1020 controller.
Printing mode	Defines the way the print job is processed by the GL-1020 controller: as a Normal job, Private Print job, Proof Print job, or Scheduled Print job.
Print profile	A set of user-defined properties that are saved locally so that complex documents can be configured quickly and easily.
Private Print	A printing mode that allows you to send a job from your workstation, and then hold it until you enter a private DIN from the copier to release and print the job.
Proof Print	A printing mode that allows you to print only the first copy of a multi-copy job and review it before releasing and printing the remaining copies.
Properties	User-definable attributes or settings. For example, print properties include page orientation and duplex mode.
Property sheet	A dialog box containing properties grouped by category. For example, all properties that are related to finishing options are grouped on the GL-1020 drivers' Setup property page.
Property tab	A Properties dialog box typically contains several tabs that allow you to access property sheets, where options and settings are grouped by category or function.

Term	Definition
Raw Print Job	A print job that is sent to the controller by means other than the GL-1020 printer driver. For example, using DOS commands to print directly to the local port, or using a different type of driver, such as a HP driver, to print to a GL-1020 controller.
Recoverable error	An error condition that simply requires user intervention to resolve, for example, paper out or paper jam.
Remote operations	Operations affecting the controller's or digital copier's functionality that are performed from a client or administrator workstation.
RIP	Raster Image Processor. A device that reads the text and graphics in a document and outputs a bit-mapped image to a printer. The acronym is used frequently as a verb, as in "The controller is ripping the print job."
Saddle stitch	A binding method in which a booklet is stapled along the center and folded.
Scheduled Print	A printing mode that allows you to delay printing a queued job until a specific date and time.
Sheet insertion	A feature where a blank page is printed in between designated pages of the original document. Insertion Sheets are stapled with the original document (if stapling is requested). See also *Page Interleaving*.
Simplex	Printing on only one side of a piece of paper. See also *Duplex*.
SNMP	**S**imple **N**etwork **M**anagement **P**rotocol. A widely used network monitoring and control protocol. Data is passed from SNMP agents, which are hardware and/or software processes reporting activity in each network device (hub, router, bridge, etc.) to the workstation console used to oversee the network. The agents return information contained in a MIB (Management Information Base), which is a data structure that defines what is obtainable from the device and what can be controlled. Originating in the Unix community, SNMP has become widely used on all major platforms.
Stack Feed Bypass	A paper input unit which can be used to feed single sheets of special paper (such as envelope, thick paper, or card) for a print job.
Subnet	A section within a network.

Term	Definition
Subnet Mask	A number that identifies a subnetwork so that an IP address can be shared by the local network.
TCP/IP	**T**ransmission **C**ontrol **P**rotocol/**I**nternet **P**rotocol. The TCP part of TCP/IP provides transport functions, which ensures that the total amount of bytes sent is received correctly at the other end. The IP part of TCP/IP provides the routing mechanism. TCP/IP is a protocol in which the messages transmitted contain the address of a destination network as well as a destination station.
Token Ring	A data link protocol (MAC layer) for local area networks (LAN) developed by IBM (IEEE 802.5). Token Ring is more deterministic than Ethernet. It ensures that all users get regular turns at transmitting their data. With Ethernet, users compete to get onto the network.
Tray	The location on the copier where a print job is output.
TWAIN	**T**echnology **W**ithout **A**n **I**nteresting **N**ame. The de facto standard interface between software applications and image capturing devices.
URL	**U**niform **R**esource **L**ocator. An address that allows you to access information on the Internet, such as a web page, FTP or Gopher, Usenet, or database. URLs can take the following forms: “http://host.domain/page” and “mailto://username@host.domain”.
Walk-up functions	Operations performed from the digital copier’s control panel. They include standard copying functions, monitoring network print jobs and management functions.
Watermark	Text images (formatted words or phrases) that print in the background of a document. Watermarks can be printed as transparent text, on only the first or on all pages of the document, in solid or in outline form.

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